

RI Next Generation Science Assessment (NGSA) Test Coordinator Training

Spring 2022 Administration



Welcome to our test coordinator training for the Spring 2022 administration of the Rhode Island Next Generation Science Assessment, or NGSA.

Welcome

- Training Purpose
 - Outline key concepts and tasks for preparation and administration of NGSA.
 - Familiarize participants with processes in NGSA TIDE.
- Training Objectives for Participants
 - To understand the state policies and procedures particular to NGSA and how to use them to guide local policies and administration.
 - To increase understanding of NGSA and administration responsibilities through opportunities to ask questions about any aspect of NGSA.
 - To gain experience in NGSA TIDE.

The purpose of this training is to provide information to test coordinators about the preparation, processes, and administration of NGSA to support you as you coordinate this assessment in your schools and districts this year.

By the end of this training, we intend for participants to have a greater understanding of NGSA policies and procedures and how those shape local administration. We know that this will be a lot of information to cover in a relatively short amount of time, and so we fully expect there to be questions during (and even after) this training. We will post this presentation deck and a recording for anyone to reference later on, as well. Finally, we will have a few activities throughout the presentation, including one where all participants will login to NGSA TIDE.

RIDE Team

General Inquiries: assessment@ride.ri.gov

Team Member	Specialty	Email	Phone
Jackie Branco	NAEP, Data Quality	Jacqueline.Branco@ride.ri.gov	401-222-4685
Heather Heineke	PSAT10/SAT School Day, DLM, Accommodations	Heather.Heineke@ride.ri.gov	401-222-8493
Ana Karantonis	ACCESS/Alternate ACCESS for ELs, Psychometrics	Ana.Karantonis@ride.ri.gov	401-222-8490
Kamlyn Keith	RICAS, NGSA	Kamlyn.Keith@ride.ri.gov	401-222-8413
Erin Escher	Science specialist, NGSA content	Erin.Escher@ride.ri.gov	401-222-8168
Phyllis Lynch, PhD	Director: Office of Instruction, Assessment, and Curriculum	Phyllis.Lynch@ride.ri.gov	401-222-4693

This slide provides the contact information for our office team who support our state assessments in case you have any questions about our state assessments. This information will be repeated at the end of the presentation as well.

Housekeeping

- Webinar recording and slide deck will be posted to www.ride.ri.gov/assessment-training soon after the training.
- Questions will be answered after each section.
 - Questions should be shared as they arise through the “Questions” feature.
 - We will pause after each section to review and answer them.
- PDFs of materials are available in the “Handouts” section, and are posted on the RIDE website where indicated throughout this session.
- We will have a short break midway through the training.



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The webinar recording and this slide deck will be posted to the Assessment Training page tomorrow. Test coordinators are welcome to review the deck and recording whenever needed.

We will pause at the end of each section in this training to answer questions submitted as noted on the slide. We will supplement this training with an FAQs document that will be posted in mid-February. There will also be time for questions at the end of the training. For questions specific to a situation at your school or district, we may request that you reach out to us after this training either by phone or email to discuss, if we cannot answer it in a general way right now.

Materials uploaded through the ‘handouts’ section of your webinar interface. They include: the NGSA Test Coordinator Manual, NGSA TIDE User Guide, Accommodations and Accessibility Features Manual, and a one-page list of acronyms for reference during this training

We will have a short break midway through the training during one of the activities.

Agenda

1. NGSA Assessment Overview

- General Information about NGSA
- Test Design
- NGSA Reporting: NGSA Reporting System and RIADP
- Sites to Bookmark
- Changes for Spring 2022 Administration

2. Before Testing: How to Prepare for NGSA Assessments

- Scheduling and Test Environments
- Personnel: Roles, Responsibilities, and Training
- NGSA TIDE Overview
- Student Test Settings Process
- Preparing Technology
- Test Security
- Students and Families



3. During Testing: How to Administer NGSA Assessments

- General Tasks During Testing
- NGSA TIDE Reports
- Test Security and Testing Irregularities
- Support During Testing

4. After Testing: How to Close Out NGSA Assessments

- Materials
- Data Entry Interface
- Close-Out

5. Questions

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Here is the agenda for today's training. It is a lot of content, which is why we are recording the webinar and will post that and the presentation on the Assessment Training page for folks to reference as needed afterwards, in addition to manuals (particularly the Test Coordinator's Manual) and other supporting documents.

First, we will review the NGSA assessment – what it is, the kinds of items available, results and how to access that information, where to go to find NGSA resources, etc. For many of you this will be a refresher, but for any new test coordinators among us today, we hope this is a helpful orientation. We will also review changes for this upcoming administration.

The next three sections will follow the flow of the Test Coordinator Manual and review tasks for preparing, administering, and closing out the NGSA assessment. We will pause to answer questions after each section, and there will also be time for questions at the end. If your question isn't answered immediately, we may be about to cover that content.

NGSA Assessment Overview

We will begin with the NGSA overview.

NGSA and the Rhode Island State Assessment Program

This table displays all tests by grade level and content area that are included in the Rhode Island State Assessment Program (RISAP).

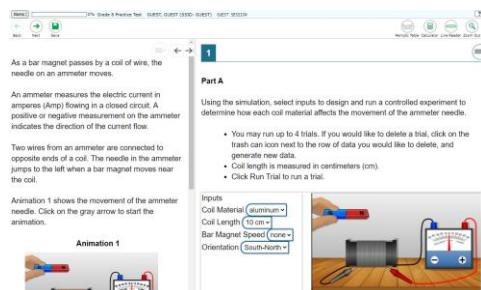
	ACCESS 2.0 for ELs <i>English language proficiency</i>	Alternate ACCESS for ELs <i>English language proficiency</i>	DLM <i>ELA and math</i>	DLM <i>science</i>	NAEP	NGSA <i>Science</i>	RICAS <i>ELA and math</i>	PSAT™10 <i>reading and math</i>	SAT® School Day <i>Reading, writing, and math</i>
Kindergarten	K								
1	1	1							
2	2	2							
3	3	3	3				3		
4	4	4	4		4		4		
5	5	5	5	5		5	5		
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11	11	11	11	11		11			11
12	12	12							

NGSA is one of the suite of assessments that comprise our Rhode Island State Assessment Program, or RISAP. As you can see, it assesses science in grades 5, 8, and 11. We'll provide additional information on the next slide.

RI Next Generation Science Assessment (RI NGSA)

• What?

- The Rhode Island Next Generation Science Assessment (NGSA) is a high-quality assessment that assesses students' understanding of the Next Generation Science Standards (NGSS), measuring students' science knowledge as well as their ability to think critically, analyze information, and solve complex problems:
 - *Science & Engineering Practices (SEP)* were designed to set forth the knowledge and skills required for students to succeed in jobs and opportunities in science, technology, engineering, and mathematics
 - *Disciplinary core ideas (DCI)* are the fundamental ideas that are necessary for understanding a particular science discipline
 - *Crosscutting concepts (CCC)* are the concepts connect across different disciplines or situations that students can use to connect new learning to prior experience
- Rhode Island and Vermont partnered to develop this assessment, built with items developed by ten states

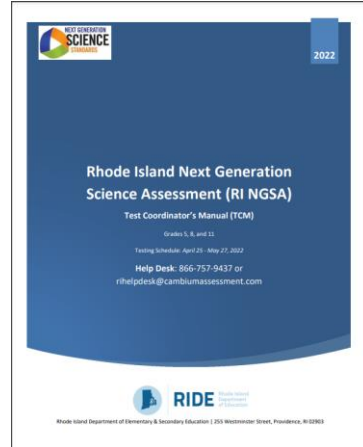


RI Next Generation Science Assessment (RI NGSA)

- Why?
 - Provides a valid and reliable mechanism to measure student learning in the domains of science in alignment with the NGSS
 - Schools and districts can analyze results to inform local curricular and instructional choices regarding areas of strength and areas for growth
 - Students and families review student achievement in relation to academic standards through the Individual Score Reports (ISRs) which can inform discussions with teachers and instructional planning to better support student learning
 - Fulfills federal requirements for high-quality statewide assessment of science in elementary, middle, and high school

RI Next Generation Science Assessment (RI NGSA)

- When?
 - Administered annually each spring in a four-week testing window
 - Prior administrations*: 2017-18 field test, 2018-19, and 2020-21 (*2019-20 was canceled due to the pandemic)
- How?
 - Computer/device-based testing through a secure application
 - Paper-based format available for students whose IEP documents that accommodation



RI NGSA Test Design

- Grades 5, 8, and 11 tests assess students' understanding of the NGSS across the corresponding grade band (3-5, 6-8, and high school)
- Students at each grade will be presented both item clusters and stand-alone items
 - Item clusters include a stimulus and a series of questions that generally take students about 6-12 minutes to complete
 - Stand-alone items are shorter and generally take 1-3 minutes to complete
- All items ask students to use science and engineering practices and apply their understanding of disciplinary core ideas and crosscutting concepts to make sense out of real-world phenomena
- Student experience for Spring 2022
 - 4 segments will create 2 distinct sessions of equal length that will appear as separate tests in the Test Administrator Interface.
 - Content for each session will cover the three domains (Life Sciences, Physical Sciences, Earth/Space Sciences) and their performance expectations.
 - Variety of item types including simulations and animations.
 - Segments, and the items within each segment, are assigned randomly.
 - On average, students will receive 8 standalones and 4 clusters per session; some may be field test items.

Resources

- RI NGSA Portal: Student Practice Tests - <https://ript.tds.cambiumast.com/student>
- NGSA Item Type Tutorials: <https://ri.portal.cambiumast.com/resources/training-resources/item-type-tutorials>
- RIDE Website: NGSA Assessment Test Design and Reporting Categories – www.ride.ri.gov/NGSA



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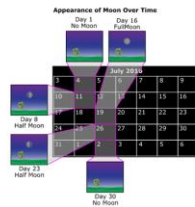
- Evidence centered design
- Multiple interactions in which students engage a phenomenon
 - Identify
 - Describe
 - Model
 - Predict
 - Explain
- Interactions support a set of assertions about what the student has demonstrated they know and are able to do

NGSA: Item Clusters

- Each cluster begins with a **phenomenon**, which anchors the entire cluster. The interactions within the cluster all address the phenomenon.
- Each cluster engages the student in a grade-appropriate, meaningful **scientific activity** aligned to a specific standard.
- A **cluster task statement** comes at the end of the stimulus and an overview of the point of the cluster.
- Each interaction in the cluster **aligns** to at least two of the three dimensions (SEP, DCI, CCC), and if possible all three.

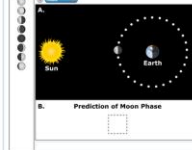


When observed from Earth over the course of a month, the appearance of the moon changes. In the questions that follow, you will develop and use a model to explain why the appearance of the moon changes over time. Five observations illustrate the change in the moon's appearance over the course of a month. The observations were all made on clear nights around midnight in New York City. The moon's appearance on each of the five nights is shown in the diagram.



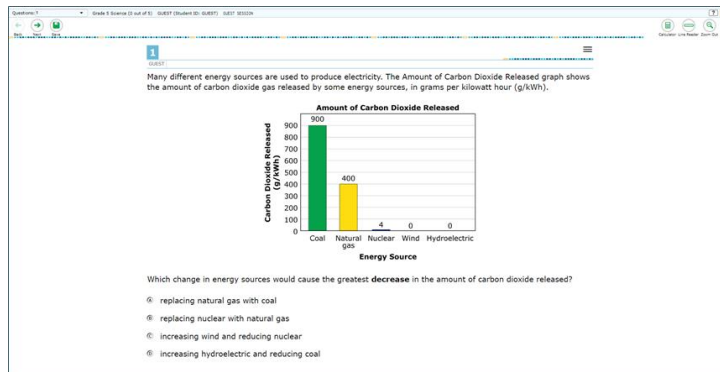
387 Two additional parts are necessary for a physical model that can explain why the moon's appearance changes over time. Click on each blank box and select the word or phrase that completes the statements about what parts should be added to the model. In order for the model to explain why the moon changes appearance when viewed from Earth, _____, traveling from _____, must be added as a part. Additionally, in order to work most effectively, the model should be used _____.

396 A virtual model of the Sun, Earth, and moon system is shown. Each dot on the moon's orbit represents one day in the moon's monthly journey around Earth. In this model, the moon moves counterclockwise around Earth. The moon is currently placed at Day 1. The moon will be in that same position on Day 30 of the cycle. A. Click on a dot to select a day in the moon's orbit around Earth. B. Place the correct moon phase in the blank box to predict how the moon would appear from Earth on the day you chose.



NGSA: Standalone Items

- Allow more performance expectations (PEs) to be assessed on a test
- Are 2 or 3 dimensional
- Can have multiple parts
- Computer Scored

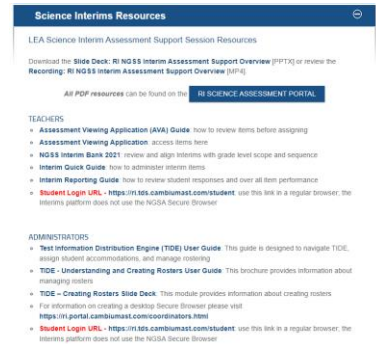


Not always multiple choice – can be graphing, drag-and-drop, drop downs to complete a constructed explanation

Science Interim Assessments

www.ride.ri.gov/Science-Interims

- Science Interim Assessments that were offered this fall for this school year use the same platforms and have the same item types as NGSA.
 - 54 NGSS Interim Assessments representing Earth/Space, Life, and Physical Sciences.
 - Each contains one item cluster.
 - Each cluster includes a phenomena-based scenario and several item interactions.
 - Each cluster is aligned to a single NGSS Performance Expectation (PE).
- All the accommodations and accessibility features offered on the NGSS Summative Assessments are available on the NGSS Interim Assessment, including Text-to-Speech.



NGSA Reporting

Type	When	Description	Source
Early Reporting	Summer	<ul style="list-style-type: none"> Student-level data No scale scores or growth School-level embargoed aggregate data 	<ul style="list-style-type: none"> NGSA Reporting System Recommend rostering students so teachers can see results
Students' Individual Score Reports (ISRs)	Fall	<ul style="list-style-type: none"> Scale scores Overall achievement levels Performance Levels by Science Discipline 	<ul style="list-style-type: none"> Paper copy mailed to districts PDFs: NGSA Reporting System Send copy to outplacements
Confidential Release	Fall	<ul style="list-style-type: none"> District and school administrator access to student-level and aggregate data in SDP District-level and state-level embargoed aggregate data in NGSA Reporting System 	<ul style="list-style-type: none"> RIDE Portal's Student Data Portal app NGSA Reporting System
Public Release	Fall	<ul style="list-style-type: none"> Public access to aggregate performance level data at the school, district, and state levels 	RI Public Assessment Data Portal

* Remember that **all assessment data**, scale scores, proficiency levels, etc., should be used in conjunction with other data sources – attendance, local achievement data, observations – when making instructional decisions.



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For the early reporting – students' results are available once all students are done with both sessions (typically the final day of the testing window or soon after)

Summative assessments are good for looking at the “big picture” through use of aggregate data

Misalignment for gaps in scope and sequence or curriculum

Assessing overall school and district performance in science

Indicating areas of strength and areas for growth at the school and district level – by science discipline and overall performance

NGSA Reporting System: Layout

<https://ri.reporting.cambiumast.com/>

Teacher Dashboard—all test results for all the teacher's students in two separate tables.

School & District Dashboard—all test results for all the students in the school, or all schools in the district, in one table.

Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 5 Science	Spring 2019	18	68	75%	05/08/2019
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Student Name	Student ID	Most Recent Assessment	Date Taken
John, JAMES L.	000001014	Grade 5 Science	05/08/2019
John, JAMES L.	000001001	Grade 5 Science	05/08/2019
John, JAMES L.	000001002	Grade 5 Science	05/08/2019
John, JAMES L.	000001003	Grade 5 Science	05/08/2019
John, JAMES L.	000001004	Grade 5 Science	05/08/2019
John, JAMES L.	000001005	Grade 5 Science	05/08/2019

Assessment Name	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 5 Science	Spring 2019	202	68	75%	05/08/2019
Grade 5 Science	Spring 2019	143	70	75%	05/08/2019
Grade 5 Science	Spring 2019	218	67	75%	05/08/2019

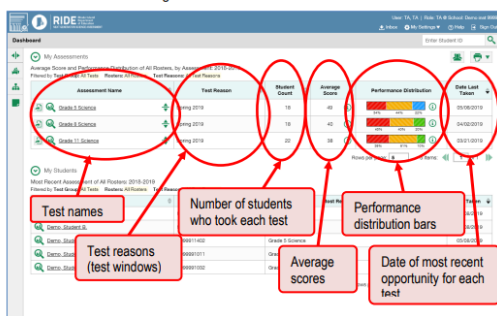


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The NGSA Reporting System features two dashboard lay-outs for different users. The teacher dashboard displays two stacked tables, one for all assessments on top, and beneath it, a table of all the teacher's students. School personnel and district users will see one table of all assessments.

Sorting, setting preferences, filtering, and breaking down demographic groups are important functions for all users so that test data applies specifically to their needs. The graphic objects shown on the dashboard page is how these choices are made. It only takes a few clicks to create a highly customized report, no matter the test type or the level of the user.

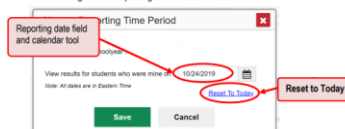
Navigating the NGSA Reporting System



Important – the system defaults to display the students where they are as of the day you log in. For this reason, many of you will have to update the Reporting Time Period. Go to the upper right, <Settings> choose, <Change Reporting Time Period> enter a date when all students were registered such as June 1.

1. From the **My Settings** menu in the banner, choose **Change Reporting Time Period**. The **Reporting Time Period** window appears (see [Figure 1](#)).

Figure 47. Reporting Time Period Window



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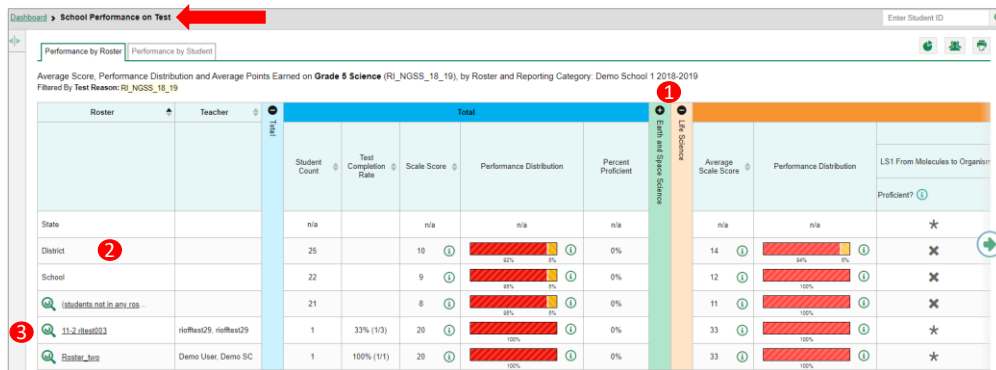
The NGSA Reporting System will help you navigate reports, set up custom reports, and learn how to export data. **Note: you have to change the reporting period to test month.** The system defaults to display the students where they are as of day you log in. For this reason, many of you will have to update the Reporting Time Period. Go to the upper right, <Settings> choose, <Change Reporting Time Period> enter a date when all students were registered such as, June 1.

There are several documents and tools to use when navigating the Reporting System for the first time. Please see the Science Assessment webpage or the RI NGSA Portal to access these resources:

NGSA Reporting System Quick Guide

NGSA Reporting System Full User Guide

NGSA Reporting System: Results Dashboard



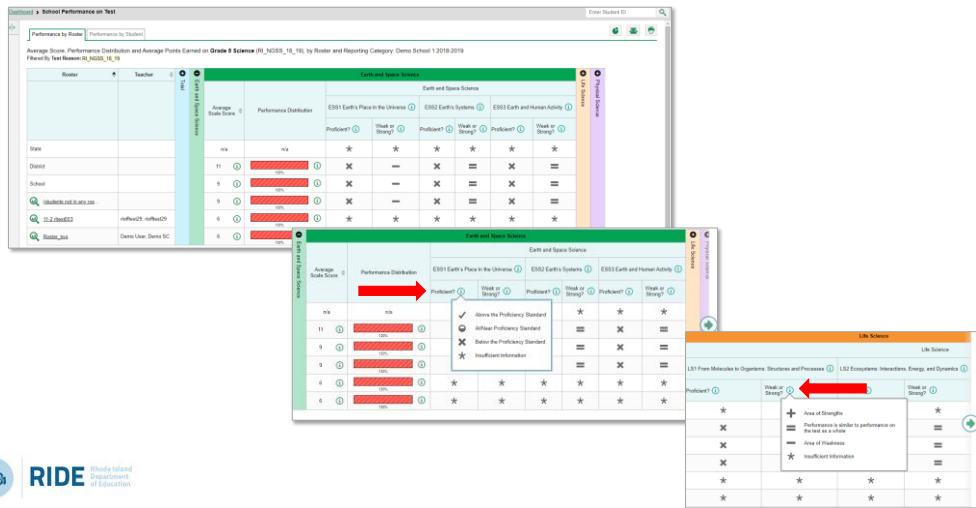
Clicking an assessment name (or on the magnifying glass) will bring up the report page. This image shows a school roster report for the Grade 5 Science assessment. The page navigation trail is shown in a gray bar at the very top of every test results page. It reads **Dashboard > School Performance on Test**. District users will see the words “District Performance on Test” and teachers will see the words “My Students Performance on Test.”

There are two tabs below the trail: the **Performance by Roster** and **Performance by Student** tabs. Users can toggle between the two depending on the data they wish to see. The Performance by Roster tab is open on this image, showing the test results organized by roster. Sorting can be used in ascending or descending order for Average Scale Score in each of the reporting categories. This page shows all the rosters in the school, each identified by teacher.

Other areas of interest on the page are as follows:

1. Expanding the + arrows in the column headings shows test results in the test disciplines.
2. The state, district, and school results also display above the rosters for quick comparison to the roster results. A teacher will see an additional row of results for all their students, as well.
3. Click on the name of the of a roster or the **magnifying glass** to see a list of student results. Sorting will be available from the student test results page.

NGSA Reporting System: Target Report and Measurement Sub-Columns



Adaptive Science assessments generate a unique report, notable for its performance expectations and the measurement symbols. This image shows the School Performance on the Grade 5 Science test.

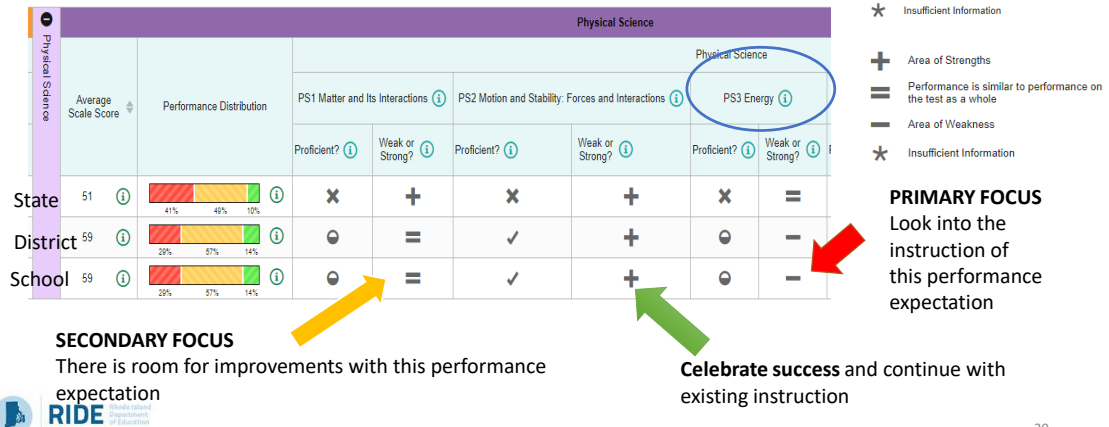
The expandable columns on the test results table contain information organized by **Discipline**. The Science assessment includes Earth and Space Sciences, Life Sciences, and Physical Sciences. Each discipline is broken down into **Performance Expectations**. Results for each performance expectation are reported using two **Measurement Columns**: **Weak or Strong?** and **Proficient?**

Each performance expectation is matched with an information button that displays the specific learning target. The legend for the symbols used in the two measurement sub-columns are displayed in the bottom screenshots.

- The **Proficient?** column displays symbols indicating the level of proficiency the group of students have attained in the discipline.
- The **Weak or Strong?** column helps identify strengths and weaknesses in different performance expectations within the discipline so teachers can focus instruction on very specific areas where improvement is needed. This column displays symbols indicating how students' average performance on the expectations compares with their average performance on the overall test. Note that these symbols capture only relative performance and do not indicate proficiency.

NGSA Reporting System: How to Use NGSA Data?

Identify overall strengths and weaknesses for each domain performance expectation at each grade band



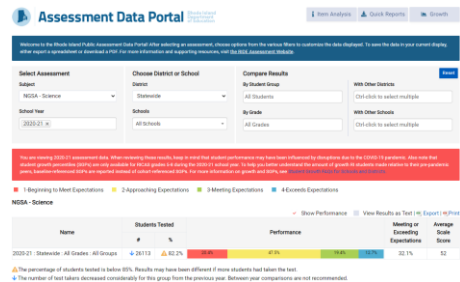
You can view district and school performance for the grade level you would like to consider within the NGSA Reporting System portal. In this example, we see the performance for grade 8 in Physical science. The first row is state results, the second shows district, and the third represents the school level. You may consult pages 8-22 in the RI NGSA Reporting System User Guide for instructions and how to export CSV Files.

In this image, we see three performance expectations for Physical Science. The plus indicates an area of strength and thus should be celebrated and maintained. An "equals" symbol should be an area of ongoing consideration for improvement, but a "minus" symbol indicates a priority area.

Quick Review of NGSA Data: RI ADP and SDP

User guides posted at www.ride.ri.gov/Assessment-Results

- Dynamic tool to review assessment results
 - RI Assessment Data Portal (public): www.ride.ri.gov/riadp
 - Student Data Portal (confidential, educators only): <https://portal.ride.ri.gov>
- Suggested RIADP Activity for NGSA:
 - Find your district/school.
 - Compare 2018-19 and 2020-21.
 - Review all students / all grades, as well as various student groups and grade levels.
 - Questions for consideration:
 - What stands out?
 - What might you want to analyze further?
 - What is surprising?



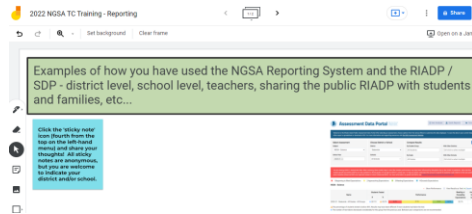
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In addition to the NGSA Reporting System, which is confidential, we also have another two systems managed by RIDE. You may be familiar with the RI Assessment Data Portal (or RI ADP for short) – which is the public version where anyone can see assessment result data in aggregate (school, district, state). This portal is dynamic, and can also be used to compare across schools and districts and administration years for a particular state assessment (cross-assessment comparisons are not possible).

Educators also have access to a second confidential tool – the Student Data Portal (or SDP), which is part of the RIDE Portal. The SDP tool has the same dashboard as the ADP, but with more drill-down functionality and no suppression rules for confidentiality. Users can filter the data by additional parameters (such as by class or section, current students or tested students) for the students to whom they are linked through Teacher-Course-Student (or, TCS) data. As noted on this slide, user guides for each tool are posted on our Assessment Results webpage. One of the ways you can review your data is through variations on the activity suggested here for the RIADP: select NGSA, find your district, then analyze. Filter by school year, school, grade level, and/or student group, and consider the questions noted.

Activity: Quick Share-Out

www.ride.ri.gov/TCTrainingNGSAReporting



- Share out via Jamboard examples of how you have used these tools and any benefit or feedback on them.
- Questions to consider:
 - Have you used the public RI Assessment Data Portal, the confidential Student Data Portal, or the NGSAR Reporting System?
 - Have your teachers used the RIADP, the SDP, or the NGSAR Reporting System?
 - Have you shared the public RIADP with families?
 - How can RIDE support use and understanding of the RIADP and SDP in your district/school?



RIDE


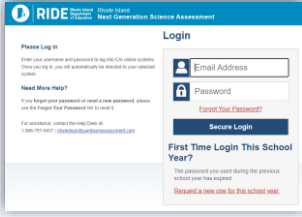
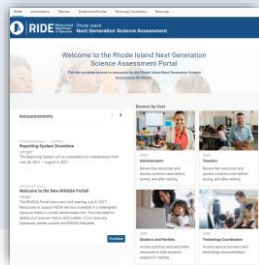
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We will now take five minutes for a quick share-out through Jamboard:
www.ride.ri.gov/TCTrainingNGSAReporting.

As you can see on the screen, there are two frames: one for examples of using these tools, the second for feedback and ideas. Using the sticky notes, please share your thoughts. All stickies are anonymous, but you are welcome to add your school or district for a shout-out.

This link will remain open through mid-February, so you are welcome to add additional stickies if you think of something after the training that you would like to add.

Sites to Bookmark

NGSA – RIDE Website	RI NGSA TIDE	RI NGSA Portal
www.ride.ri.gov/ngsa	https://ri.tide.cambiumast.com/	http://ri.portal.cambiumast.com
<p>Links to pages:</p> <ul style="list-style-type: none"> • Test coordinator information • Manuals and materials by role (test coordinator, test administrator) • Accommodations • Test design 	<ul style="list-style-type: none"> • Manage users • Set and update student test format (PBT or CBT) • Manage student accommodations and accessibility features • Monitor test sessions and status 	<ul style="list-style-type: none"> • Links to apps within NGSA system (NGSA TIDE, Test Delivery System, Reporting System) • Guides and supporting documents • Practice tests • Item type tutorials • Technology support and manuals 

These three sites are where you will find the information you will need for NGSA – whether it's manuals, practice tests, the TA certification course, or logging in to update student settings or to begin a session. The first, ride.ri.gov/ngsa, contains links to the manuals page, the assessment training page, and general information about the assessment – the RI NGSA Portal has the same, as well as practice tests and tutorials. We will be logging in to NGSA TIDE later in this session (I'll share the link at that time as well). This year we also created a handout with acronyms used in our state assessment system; it's posted on the Assessment Training page.

Changes for Spring 2022 NGSA Administration

- Test Coordinator Manual reorganized and shortened:
 - Organized chronologically by tasks.
 - Each section has a quick-reference checklist.
 - PBT Testing Appendix reorganized.
- Test Administrator Manual reorganized and shortened.
- Concurrent Testing Requirement :
 - The concurrent testing requirement was waived for 2021 due to required health and safety measures for schools (including room capacity) and distance learning scheduling during that time of the pandemic.
 - As in past years, for spring 2022 schools should again test all students in a grade in the same session at the same time (excluding make-ups). If you are concerned about your school's capacity, please reach out to RIDE to discuss your options.



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We only have a few updates and changes for this year's NGSA administration. The first updates refer to the manuals. You will see that the Test Coordinator Manual (TCM) has been reorganized and shortened. If you have already reviewed the RICAS TCM, you will see that they are organized similarly. The NGSA TAM was also shortened and reorganized as well. Now, all information about a particular task is within that same task section rather than potentially in several places within the manual.

The other update is the concurrent testing requirement. This year, we will again be expecting schools to test all students in a grade in the same session (Session 1 or Session 2) at the same time (excluding make-ups, of course). If you have any questions, please reach out to RIDE.

Before Testing:

How to Prepare for NGSA Assessment



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Moving on to the first section: before testing, how to prepare for the NGSA Assessment.

Testing Window and Session Length

- Districts / schools schedule within this state testing windows:

NGSA State Testing Window

April 25 – May 27, 2022

- Session information

- All tests are **untimed**. The session times listed in the table below are *recommended*.
- Students may continue testing beyond the scheduled testing session (extended time) if they are working productively.
- Schools may plan for one short, supervised break per session (3-5 minutes) to be given at each test administrator's discretion.
- Times below are for students testing: schools should plan for an additional 10 minutes for logging in, reading test directions, etc.

Session 1	Session 2
60 minutes	60 minutes



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First, here is a brief review of the testing window and session length. The window is from April 25 through May 27 this year. Districts and schools then select the days within that window on which they will administer the NGSA sessions.

All tests are untimed, but we recommend scheduling sessions for a minimum of 60 minutes of actual testing time per session (not including breaks or time to start the session and login, etc.). Some students may finish before the recommended time is over (and so may work on approved activities as noted in the TAM until the session is finished), and others may need extended time which they are welcome to have so long as they are working productively – more information about that, and other considerations (such as scheduling two sessions in one day) can be found in the Test Coordinator's Manual.

Session Scheduling

- Schedule sessions as early in the state testing window as possible:
 - Sufficient time for make-ups, especially if a student must quarantine.
 - Student mobility between schools/districts during a testing window.
- Plan opportunities for students to interact with the practice test before the testing window opens – especially students using accommodations or accessibility features:
 - Test administrators lead a practice test activity in their classrooms.
 - Schools conduct an infrastructure trial for one or more grades.
- Complete the Student Test Settings process as early as possible for all students – not just PBT
 - Helps plan out testing space required for certain accommodations (e.g., speech to text and 1:1 administration, small group)
 - Last-minute additions or changes (e.g., new students, IEP updates) are easier to manage



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When scheduling, we recommend scheduling sessions as early in the state testing window as possible to account for make-ups and student movement.

Students benefit from interacting with the practice tests – especially to try out accommodations or accessibility features they will use – prior to taking the actual test.

The Student Test Settings process is where test coordinators assign accommodations and accessibility features to students in accordance with documented test supports (their IEP/504 plan, or EL support documentation). We'll review that in more detail later, but it's important to do that as early as possible – not only for assignment of PBT forms, but to help plan out other aspects of testing such as space or management of last-minute changes.

Test Environments

(see NGS TCM and RISAP Test Coordinator Handbook)

- Plan for testing locations that are quiet and will not have interruptions by unauthorized personnel so that students can work productively.
- If testing in science or elementary classrooms, ensure that all science materials are covered or removed from walls, shelves, etc., per test security requirements for that testing day.
- Consider room set-up options that prevent students from seeing others' screens (test materials) and allow sufficient space for test administrators and proctors to move around the testing location as they actively monitor test administration.

This information about testing environments is covered in more detail in the TCM and the RISAP Test Coordinator Handbook. Generally, you need to make sure that students are testing in a place where there are no distractions and where there are no materials or resources visible that might provide students with an unfair advantage.

Personnel: Roles, Responsibilities, and Training

Next, we will briefly review roles and responsibilities for personnel involved in testing. This is covered in more detail in the RISAP Overview Test Coordinators Training from January – that recording and slide deck are available on the Assessment Training page.

Roles and Responsibilities

(see NGSA TCM for detailed tasks and RISAP TC Handbook for detailed requirements for role eligibility)

Role	Description
District Test Coordinator	<ul style="list-style-type: none">• Coordinates, manages, and plans district-wide implementation of NGSA.• Completes required RIDE training and TA Certification Course.• Contact person to reach out to RIDE about testing irregularities.• Responsible for receiving and distributing individual student reports.
School Test Coordinator	<ul style="list-style-type: none">• Coordinates, manages, and plans school-level implementation of NGSA.• Receives materials shipments, securely stores secure materials, tracks and manages test materials during testing, and affirms proper test administration.• Completes required RIDE training and TA Certification Course.• Trains test administrators, proctors, and other personnel involved in testing on test security and proper NGSA administration.
Technology Coordinator	<ul style="list-style-type: none">• Coordinates and manages technology set-up, use, and close-out for NGSA administration• Provides technical assistance during testing for technology-related situations that arise• Must be trained in test security protocols and policies



*All personnel involved with testing must be employees of the district or school and be trained in test security.
Test Coordinators and Test Administrators must be certified educators (including long-term substitutes).
Test Coordinators please ensure your contact information is up-to-date in the RIDE School Directory.*

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This slide highlights the role and responsibilities of district, school, and technology coordinators. All personnel involved with testing must ensure that tests are administered properly and that test security is maintained, and each has specific tasks to complete to fulfill those responsibilities.

Roles and Responsibilities

(see NGSA TCM for detailed tasks and RISAP TC Handbook for detailed requirements for role eligibility)

Role	Description
Test Administrator	<ul style="list-style-type: none"> Follows proper test security and administration protocols to administer test to students, including reading scripts, administering accommodations (e.g., human reader), actively monitoring test environments, and keeping track of all testing materials distributed and used during testing. Must be trained in test administration and test security policies and protocols. Must complete TA Certification Course.
Proctor	<ul style="list-style-type: none"> Assists test administrator in actively monitoring test environment and ensuring test security during a testing session. Cannot be left alone with students while testing. Does not read scripts, administer test, or collect secure test materials; may assist students with test platform. Must be trained in test administration and test security policies and protocols.
Other personnel involved in testing	<ul style="list-style-type: none"> Hall monitors and otherwise Must be trained in test security policies and protocols Cannot administer test and should not enter testing locations while testing occurs



RIDE Rhode Island Department of Education

All personnel involved with testing must be employees of the district or school and be trained in test security. Test Coordinators and Test Administrators must be certified educators (including long-term substitutes).

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Test coordinators are responsible for training test administrators, proctors, and all other personnel involved in testing in both test administration and test security policies. For NGSA specifically, all test administrators must complete the TA Certification Course (more information on that in the next couple slides). All test administrators must be hold professional certifications (e.g., teacher, guidance counselor, etc.).

More information about qualifications can be found in the RISAP Test Coordinator Handbook and in the RISAP Overview Test Coordinator Presentation noted earlier.

Training and Preparation Requirements

(see www.ride.ri.gov/Assessment-Training and the NGSAT TCM for details)

- **Training Requirements**

- All personnel involved with testing must be trained in test security.
- Test coordinators must participate in RIDE's test coordinator trainings, and complete TA Certification Course in order to access the Test Delivery System (TDS).
- Test administrators must be trained by school test coordinators and complete the TA Certification Course in order to access the TDS and administer the assessment.
- Test administrators who will be administering accommodations must be trained in, review, and follow the proper preparation and administration protocols for those accommodations.

- **Affirmation of Test Security**

- All personnel involved with testing must sign a statement affirming they will follow protocol for proper test administration and to maintain test security.
- This statement may be included on the training sign-in sheet (example in TCM).

- **Receipt of Manual (or Test Security Section if not Test Administrator)**

- All test administrators must receive the TAM.
- Proctors should also receive the TAM for context and preparation.
- All other personnel involved in testing must receive the Test Security Requirements section of the TAM (posted on RIDE's website).



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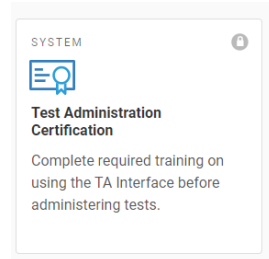
Training is extremely important. There are two elements for NGSAT training: training in test administration and test security for all personnel, and test administrators completing the TA Certification Course through the NGSAT Portal in order to be able to access the Test Delivery System (TDS) and administer the assessment.

All personnel must complete an affirmation of test security (there's an example in Appendix A of the TCM, as well as a sign-in sheet with a simplified statement), and also must receive a manual (or the test security requirements section, if they are not a test coordinator, test administrator, or proctor). Manuals may be distributed in PDF form, or may be printed by schools and distributed that way.

Test Administrator Certification Course

(<https://ta-cert.cambiumast.com/courses/rhodeisland>)

- Online course accessed through the [Teachers page of the RI NGSA Portal](#)
- Step-by-step instructions and interactive elements covering:
 - Navigating the TA Interface
 - Approving students to test
 - Pausing and stopping a test session
 - Logging into the test as a student
- All Test Administrators (TAs) must complete the course prior to starting any test sessions:
 - Multiple viewing opportunities
 - Takes about 30 minutes to complete
 - Generates a certificate of completion
- Test coordinators are recommended to complete the course in case administer tests
- *Course covers the TDS only* – TAs still need to be trained in test administration, security, and accommodations (see the TCM and TAM)



This is a brief summary of the TA Certification course and how to locate it. Please ensure all of your test administrators have completed this course prior to the state testing window begins, or at least prior to their administering a test.

NGSA TIDE: Overview

Next, we will review NGSA TIDE and its functionality. More detail about NGSA TIDE, including step-by-step guidance, can be found in the NGSA TIDE User Guide posted on the RI NGSA Portal.

NGSA TIDE Overview

- What is NGSA TIDE?
 - Online system for management of user and student information, ordering of paper materials, and test progress monitoring and management
 - Schools can update selected accessibility features and accommodations for each student through the student test settings feature
- NGSA TIDE User Accounts
 - RI NGSA uses a Single Sign-On System: your username and password for TIDE will be used for all other NGSA systems (e.g., Reporting, TDS, DEI).
 - Note: NGSA TIDE is *not the same* as the College Board TIDE used for PSAT10 and SAT School Day.
 - User accounts were rolled over / passwords reset in December 2021 – check your spam folder or use the “Request a new one for this school year” password reset link on the NGSA TIDE login page.
 - Account management:
 - RIDE creates District Test Coordinator accounts
 - District Test Coordinators create (manage, enable/restore) other district-level and school-level accounts
 - School Test Coordinators create (manage, enable/restore) test administrator accounts



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NGSA TIDE is the online system used to manage student information in preparation for testing – ordering paper materials, updating students’ accommodations, etc.

NGSA TIDE is one of several systems all linked together through a single-sign-on: the Reporting system, the test delivery system, the data entry interface, etc.

High school and district test coordinators – please note that while College Board also uses a TIDE system, it is completely separate from NGSA TIDE.

User accounts were rolled over in December 2021; resetting your password should reactivate your account if needed. Else, school coordinators please contact the help desk or your district testing coordinators to update, create, or manage your account. District test coordinators should contact RIDE or the help desk.

User Accounts and Roles

- Each NGSA TIDE account has certain permissions as indicated in the table:
 - District Administrator role can perform all the tasks in NGSA TIDE.
 - Teacher role can access only those related to administration.
- In addition to limiting tasks, permissions limit scope:
 - A district-level user can work with data pertaining to that district.
 - A school-level user can work with data pertaining to that school.
- For a detailed list of user roles and associated permissions, see your *NGSA TIDE User Guide*.

Task	DA	SC	TE
Editing Student Settings	✓	✓	
Managing Rosters	✓	✓	✓
Adding User Accounts	✓	✓	
Adding User Accounts at the same level	✓		
Creating Appeals	✓	✓	
Running Participation Reports	✓	✓	✓
Printing Test Tickets	✓	✓	✓



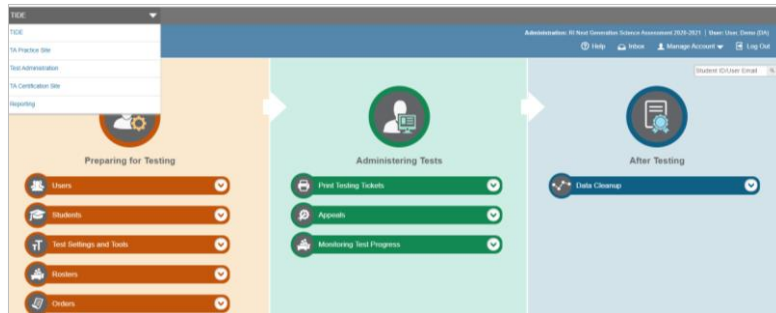
36

Your TIDE account has a role, and that role has certain permissions. This table is the user roles table for RIDE. For instance, the District Administrator role has permission to perform all the tasks in NGSA TIDE while teachers can only a few.

In addition to limiting tasks, permissions limit scope. A district-level user can work with data pertaining to that district, and a school-level user can work with data pertaining to that school.

For a detailed list of user roles and associated permissions, see your NGSA TIDE User Guide.

NGSA TIDE User Dashboard



- TIDE User Dashboard is divided into three columns with tasks that vary depending on user role:
 - Preparing for Testing
 - Administering Tests
 - After Testing
- Once logged in, users can open the top-left dropdown menu to navigate between systems.

When you login, you will see that the NGSA TIDE User Dashboard is organized into three columns: Preparing for Testing, Administering Tests and After Testing. The tasks available to you in each column will vary depending by your user role – for example, Test Administrators will have fewer menu items within the “Preparing for Testing” and the “Administering Tests” columns. We will go over some common tasks in a few slides.

After logging in, the user is free to navigate between systems. In the top left of any secure application, you’ll see a dropdown menu. This menu will initially show you the application you are in. You can click on the dropdown and select the linked system you wish to navigate to.

Forms and Uploads

The top screenshot shows the 'Add Users' form in the NGSA TIDE portal. It includes a navigation bar with tabs for 'Users', 'Statistics', 'Test Settings and Tools', 'Orders', and 'Order Reports'. The form has a 'PERSONNEL' section with fields for 'First Name' (Alvin), 'Last Name' (Kania), 'Phone Number', and 'Email Address' (Alvin.Kania@ngsa.org). Below this is a 'STATE' dropdown menu set to 'Rhode Island'. There are 'Save' and 'Cancel' buttons at the bottom.

The bottom screenshot shows the 'Upload Test Settings and Tools' page. It has a navigation bar with tabs for 'Users', 'Statistics', 'Test Settings and Tools', 'Orders', and 'Order Reports'. The page is titled 'Upload Test Settings and Tools' and includes a 'Download Template' button for 'CSV' and 'EXCEL' formats. There is a 'Choose File' button and an 'Upload' button.

- There are two main ways to add and edit information in NGSA TIDE.
 - Manually fill out the information in the form.
 - Create an upload file in Excel or CSV format (first download the correct template), and then upload that file to TIDE.
- See the *NGSA TIDE User Guide* for more information and step-by-step instructions.

There are two main ways to add and edit information in NGSA TIDE – for example, adding/removing users. The first way is to manually fill out the information in the form. The second way to create an upload file in Excel or CSV format, and then upload that file to NGSA TIDE. To create an upload file, download the correct template from NGSA TIDE and fill it out.

More information and step by step instructions for the different processes are available in the NGSA TIDE User Guide on the portal.

Viewing Student Information

The screenshot shows the RIDE (Rhode Island Department of Education) View/Edit/Export Students interface. At the top, there's a navigation bar with tabs for 'Preparing for Testing', 'Administering Tests', and 'After Testing'. Below this, the 'View/Edit/Export Students' section is active. It features a 'Search Students' form with the following fields: 'District' (set to 'Demo Dist 9999 - 9999'), 'School' (set to 'All selected (2)'), 'SSID' (empty), 'Last Name' (empty), 'First Name' (empty), and 'Grade Level' (set to 'All'). There is an 'Advanced Search' section with a 'Search Filter' set to 'Presentation'. Below this, a list of criteria is shown: 'Presentation', 'Science', and 'Braille'. There are buttons to 'Remove All' and 'Remove Selected'. A 'Search' button is at the bottom right of the form.

- There are two main ways to find students within NGSA TIDE:
 - **Search by SSID** on every page in top corner.
 - Use **View/Edit/Export Students** form to search for specific subsets (e.g., all 5th Grade Braille students to make sure that to order enough paper booklets).
- See the *NGSA TIDE User Guide* for more information and step-by-step instructions.



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In TIDE there are two ways to locate students:

- 1) You can use the Search by SSID field that's found on every page in the top corner. Note that SSID is the same as SASID – state-assigned student identifier.
- 2) (especially if you are looking for multiple students) You can use View/Edit/Export Students form to search for specific subsets: for example, this screenshot shows the user searching for all 5th Grade Braille students in the demo district to make sure they order enough paper booklets for all students.

Once you have located the student, you can review their information, or edit certain aspects of their record (more on that in the next section on the Student Test Settings process).

Student Test Settings Process

The Student Test Settings Process for NGSA is like the RICAS or DLM Personal Needs Profile (PNP) process. In this process, you will review all eligible students and ensure they are assigned the correct accommodations and accessibility features through the NGSA TIDE platform.

Student Participation

- All Rhode Island public school students in grades 5, 8, and 11 (including students in outplaced/out-of-state schools and first-year English Learners) are expected to take both sessions of the NGSA for their current grade level, **unless**:
 - Student participates in the alternate assessment (DLM) per the Special Education Census and IEP or 504 plan.
 - Student has an approved medical exemption from RIDE (see RISAP TC Handbook).
- Districts **must** ensure the following daily RIDE collections are accurate:
 - Enrollment Census (demographic information, LEP status, IEP status)
 - Special Education Census (alternate assessment indication)
 - LEP Census (first year EL status)
- Collections are the basis for **all** state assessment registrations, reporting, and accountability. Consequences for inaccurate data may include delays among other issues.



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First, a brief review of what it means to be an eligible student and the importance of accurate student information. All students in Rhode Island public schools (and outplaced) in grades 5, 8, and 11 are expected to participate unless the student meets the criteria for and participates in the alternate assessment, or the student has an approved medical exemption. We covered the medical exemption process in the RISAP Overview test coordinator training from January, and information can be found in the RISAP Test Coordinator Handbook.

Accuracy in data collections sent to RIDE is extremely important, as those data form the basis for many initiatives at RIDE – from assessment registrations to reporting and accountability. Thanks to your efforts, Rhode Island’s data quality has steadily improved over the years.

Student Registration

- RIDE uploads a file nightly to NGSA TIDE for all participating students
 - Began in Fall 2021 for the school year (same system as the Science Interim Assessments)
 - Depending on when updates are made in the district's student information system, changes may not be reflected in NGSA TIDE for 24-48 hours due to timing of district collections sent to RIDE.
 - Students with "3" (alternate assessment) in Special Education Census will take DLM. They may be visible in the NGSA TIDE system due to the Science Interim Assessments using the same platform – please be alert when assigning to rosters or otherwise.
- Students will be registered for NGSA in their enrolled school at their current grade level
 - Outplaced students registered in their outplacement school – sending districts *must* ensure grade level and school assignment are up-to-date
 - Homeschool students registered in the school assigned to them in the Enrollment Census (must have a SASID and must be coded "H")



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RIDE registers all students for the NGSA automatically through a nightly feed that refreshes in the fall of every year – please note that any changes to enrollment, demographics, IEP/504 or LEP status may take 24-48 hours to be reflected in NGSA TIDE given how the feed operates.

New this year – you may see more students (and in non-tested grades) in NGSA TIDE as the Science Interim Assessments uses the same platform.

Students are registered in their enrolled school at their current grade level. Please contact outplaced schools to ensure student information is correct, as those students will be visible in that outplaced school. Homeschooled students may participate provided they have a SASID and are coded "H" in the enrollment census.

Student Test Settings Process Overview

The **Student Test Settings process** is the assignment through NGSA TIDE of certain test supports to ensure 1) paper tests can be ordered and 2) embedded test supports loaded *well in advance of testing*.

- Paper test form* (*only for students with this accommodation in their IEP/504 plan*):

- Standard
- Braille
- Large print

- Accommodations (*only for students with accommodation in IEP/504 plans*):

- Braille edition
- screen reader (TTS in English and Spanish)
- human read aloud / human signer
- permissive mode (for assistive technology)
- Spanish**
- print-on-demand**

- Accessibility features (*any students*):

- answer masking
- color contrast
- magnification
- alternative mouse pointer
- streamline mode



* Paper test forms orders must be submitted manually.

** Spanish paper tests need both 'Spanish' and 'Print-on-Demand' settings to be selected.

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The Student Test Settings Process is the assignment through NGSA TIDE of certain test supports (accommodations and accessibility features) to ensure that paper tests can be ordered for students with that accommodation, and that embedded test supports are loaded well before testing begins.

There are three paper test forms available for NGSA. Please note that Spanish does not have a separate paper test form – Spanish paper tests use the “print-on-demand” feature; we’ll cover this in more detail on a later slide, and it’s also included in the TCM.

Accommodations are only available for students with that documented in their IEP/504 plan, and include embedded (delivered through the testing platform) and non-embedded (such as human read aloud or human signer) that the test administrator provides.

Accessibility features (as listed here) are available for any student, but – like accommodations – should be documented as something that meets a specific need for that student to help them access the test, and should be something the student the student is used to. More information about accommodations and accessibility features – the assignment process and those specific to NGSA – will be covered in our Accommodations and Accessibility Features webinar training this year.

Accommodation Settings

- In order to receive any embedded or non-embedded accommodation, the IDEA Indicator or 504 Plan field *must* be set to **Yes**.
 - This information is transferred to NGSA TIDE in the nightly upload.
 - Make sure eRIDE is up to date.

IDEA Indicator: ☐ BLANK ☒ Yes

*Section 504: Yes ▼

- Please ensure that students' accommodations and embedded (form-based) accessibility features are entered into NGSA TIDE *before* testing begins at your school.
 - Incorrect accommodations (including accommodations not administered properly) are a testing irregularity and may result in the invalidation for accountability purposes of student scores.
- *All* paper tests* will need to be entered into the system through the Data Entry Interface (DEI) after testing is completed.

** Print-on-demand is still considered a CBT test and student responses must be entered through their login into the Test Delivery System (TDS) during the test session: those responses cannot be entered through the DEI.*



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Please note that in order for a student to receive any accommodation, the IDEA Indicator or 504 Plan field must be set to Yes. If that is not the case and should be, please review the student's IEP/504 status in the enrollment census and make the adjustment as soon as possible. Accommodations must be set correctly in the system prior to testing; else a student who tests without a documented accommodation or with an incorrect accommodation is considered a testing irregularity.

All paper tests (excluding any print-on-demand, as that's considered CBT) will need to be entered into the Data Entry Interface once the student has finished testing (more information about that is included later in this presentation and in the TCM).

Student Settings and Tools

Test Settings and Tools

+

Search Students

1470

1470

All Test Tickets (1470)

My Selected Test Tickets (2)

All PreID Labels (1470)

My Selected PreID Labels (2)

All Student Settings and Tools (1470)

My Selected Student Settings and Tools (2)

Information

1-50 of 1470 records | Page: 4 | 1 of 30

		Student's Last Name	Student's First Name	Student's Middle Name	Gender	Grade Level When Assessed	IDEA Indicator	LEP Status	Section 504	Alternate Assessment Indicator
<input checked="" type="checkbox"/>		9999999999	9999999999	9000000007		04	BLANK	BLANK	Yes	Yes
<input checked="" type="checkbox"/>		9999999999	9999999999	9000000008		03	BLANK	BLANK	Yes	

Test Settings and Tools

Science

Text-To-Speech Stimuli & Items

Presentation Spanish

Answer Masking OFF

Science

Color Contrast Black on Rose

Magnification: 1.75X

Permissive Mode ON

Mouse Pointer Extra Large Black

TESTRI, TEST

04

02

DEMO SCHOOL 1
(9999-9991)

DEMO DIST
9999 (9999)

TESTRI, TEST
TESTRED

05

03

DEMO SCHOOL 1
(9999-9991)

DEMO DIST
9999 (9999)

Science

Braille Type:UEB Contracted with Nemeth Math

Science

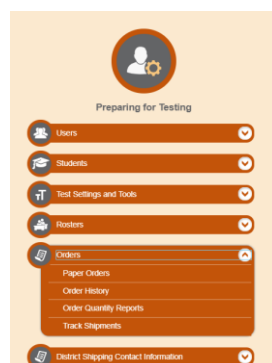
Color Contrast Reverse Contrast

Tip: Just prior to test administration, print a “Student Settings and Tools Report” so test administrators can have a quick reference when verifying student test settings in the TA Interface.

A helpful tip to verify student accommodations and accessibility features is to use the use the print a “student settings and tools report” prior to test administration (see the NGSAT TIDE User Guide). This can help both test coordinators prior to testing, and test administrators on the day of testing as they’ll have a quick reference for confirming student test settings through the TA Interface.

Ordering Paper Testing Materials

- Window for ordering opens **March 7, 2022**
 - Braille, Large Print, and Standard paper tests available.
 - Reminder: confirm that the student has the non-embedded accommodation set properly in NGSA TIDE.
- Users place orders through the “Orders” task within the Preparing for Testing dashboard.
 - Enter the quantity needed for each of the materials needed.
 - If contact information is not uploaded for your school or district, you will not be able to proceed with an order.



Grade	Material Name	Include	Quantity
Grade 3	NGSS Grade 3 Science Test Booklet		0
	RI Includes: Test Administration Manual, Standard Test Book		0
	RI Includes: Test Administration Manual, Standard Test Book, Large Print Book		0
Grade 4	NGSS Grade 4 Science Large Print CDE RI		0
	RI Includes: Test Administration Manual, Standard Test Book, Large Print Book		0
	RI Includes: Test Administration Manual, Standard Test Book, Braille USB Contracted Book		0
Grade 5	NGSS Grade 5 Science Test Booklet		0
	RI Includes: Test Administration Manual, Standard Test Book		0
	RI Includes: Test Administration Manual, Standard Test Book, Large Print Book		0
Grade 11	NGSS Grade 11 Science Test Booklet		0
	RI Includes: Test Administration Manual, Standard Test Book		0
	RI Includes: Test Administration Manual, Standard Test Book, Large Print Book		0

District Shipping Contact Information

Use this page to update contact and shipping information. (000000)

Search Contact Info Report For: District

District: District 1 - 000000

Save

District Administrator Information

Name: District 1

First Name:

Last Name:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Phone Number:

Alternate Email Address:

Save

The window for ordering paper testing materials opens March 7. District test coordinators submit the materials orders for a particular school or the entire district within the Preparing for Testing section, and the “Orders” task.

The screenshots on this slide show an example of an order form interface (bottom of the slide), and also the shipping contact information window (bottom right). As a reminder, manuals are not printed for NGSA – only student testing materials can be ordered.

Ordering Paper Testing Materials (continued)

- District administrators (DA role in NGS TIDE) can check (and edit) shipping information for their district, and schools within their district.



- View Order History:

- Tracking reports are available by selecting the truck icon.
- Packing lists, manifests, and security checklists are available by selecting the report icon.

- The Order Details form includes:

- Material Description
- Expected Shipment Quantity
- Approved Quantity
- Awaiting Approval Quantity
- Approval Status
(this information is also available on the Order Quantity Reports)

View Order History
Use this page to review your orders. [more info](#)

Order History for my District

Enter search terms to filter search results

Order Number	Order Type	Submitted By	Order Status	Submitted Date	Tracking	Reports
District: Demo Dist 99 99						
104661	Initial	DemoUser1, STATE1	Open	07/09/2018 12:14 PM (EST)		
+ School: BOULWARE SPRINGS CHARTER 99-1012						
+ School: Demo School 9000 99-9000						
+ School: Demo School 9001 99-9001						
+ School: Demo School 9002 99-9002						
+ School: Demo School 9003 99-9003						
+ School: Demo School 9004 99-9004						
+ School: Demo School 9005 99-9005						



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When viewing order history, as a district test coordinator, you can click on a specific order to expand and view the order details. An example of the view order history screen is pictured here.

Paper Test Accommodations FAQs

- **When will regular paper test materials be shipped?**

- Paper tests should be shipped to participating districts by **April 13, 2022**.
- District or school test coordinators are responsible for distributing test materials to the appropriate school.
- *Note:* Spanish paper tests are printed at the time of testing by the test administrator/scribe using the Print-On-Demand accommodation.

- **When do paper test materials need to be returned?**

- Student responses for all paper tests *must* be input into the DEI before paper test materials are packed and returned.
- Paper tests should be returned following the directions in the test coordinator manual no later than **May 31, 2022** (three business days after the state test window ends).
- The Test Coordinator is responsible for arranging the test materials pickup (as directed in the TCM) and should keep the receipt tabs for reference.



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Paper testing materials will be shipped to districts by April 13 – districts are then responsible for distributing the materials to the appropriate school.

Reminder that Spanish paper tests use the print-on-demand accommodation (more information coming in a couple slides).

Student responses for all paper tests must be input into the Data Entry Interface (DEI) before paper test materials are packed and returned. May 31 is the deadline for returning paper materials this year. Test coordinators can find more information about arranging materials pick-up in the TCM.

Emergency Accommodations: Paper Test Requests

If a student becomes injured and cannot take the test on the computer (concussion, for example) you can request a paper test even if the student does not have an IEP or does not have that accommodation in their IEP.

1. Contact RIDE (Kamlyn Keith or Heather Heineke) as soon as you know you will need an emergency accommodation paper test form.
Do not include students' personally identifiable information (except SASID) in an email.
2. Once you have confirmed with RIDE, please place an order for the paper test booklet in NGSA TIDE and contact the RI NGSA Help Desk.
3. The RI NGSA Help Desk will work with the RI Program Team to set the non-embedded paper test accommodation for the student in NGSA TIDE.
The student *must* have that non-embedded paper test accommodation set in NGSA TIDE to be eligible for the paper test.
4. The paper test booklet will be shipped directly to the school.

Note: All student responses must be entered into the Data Entry Interface (DEI) prior to the end of testing.



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Due to how the NGSA TIDE platform is configured, paper tests require a student to have that non-embedded accommodation set in order to be eligible for that test. If a student does not have an IEP or doesn't have that accommodation in their IEP, and becomes injured and cannot test on the computer (concussion, for example), you can request a paper test as an emergency accommodation for that student. Please follow the steps here to do so. You must contact RIDE first, then place the order for the paper test booklet, then contact the RI NGSA Help Desk to make the update in the system. The test booklet will be shipped directly to the school, and generally take 1-2 business days to arrive.

The ordering of paper materials is similar for both emergency and regular paper accommodations. The only added steps are contacting RIDE and the RI NGSA Help Desk to manually set the paper accommodation and make the student eligible for the paper assessment for the emergency accommodation.

Spanish Paper Test Accommodation

(see the [NGSA TCM, Appendix C](#) and [AAF Manual, Appendix J](#))

- Use "print-on-demand" for students who need to take a paper test in Spanish.
- Students will need the following settings in TIDE:
 - Print-On-Demand (embedded)
 - Spanish version (embedded)
 - Text magnification (if large print accommodation also needed)
 - Scribe (non-embedded)
 - 1:1 administration (non-embedded)
- Administration procedure (see the *Accommodations and Accessibility Features Manual, Appendix J* for guidance):
 - The student would login normally to the TDS and then items would be printed individually for the student to complete on paper.
 - The test administrator (scribe) would then enter the student's responses into the TDS exactly as indicated by the student on paper.
 - Once the student has completed that session, printed items should be immediately shredded since those pages are secure materials.



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NGSA does not have a paper test booklet in Spanish. For students with an IEP/504 plan with a paper accommodation for state assessments, who are also English Learners whose home language is Spanish, and who are more comfortable testing in Spanish, you would use the “print-on-demand” accommodation, the Spanish accommodation, the ‘scribe’ accommodation, and the ‘1:1 administration’ accommodation, in addition to any other accommodations the student may have documented.

The administration procedure is documented in the Accommodations and Accessibility Features Manual (Appendix J). In brief, the student would login normally to the Test Delivery System (TDS), with the Spanish language version, and then the test administrator would print items individually for the student to complete on paper. The test administrator – as a scribe – would then enter the student’s responses into the TDS while it is still logged in, exactly as the student indicated on paper. Printed items should be organized and tracked during the test session (perhaps grouping items and stimuli with paper clips, labels, etc., so the student can review their answers), and then – because they are secure test content - immediately shredded (securely destroyed) once the student’s responses have been submitted and the student is done testing.

Accommodations Review

Ensure students have the correct assignments for:

- Test format (paper or online)
- IEP/504 Plan and/or LEP Status (via enrollment census)
- Embedded accommodations/accessibility features

Incorrect accommodations may result in invalidations

1. Login to NGSA TIDE
2. Locate the student(s):
 - Use “Find Student by ID” if you want to check individual students
 - “View/Edit/Export Students” search feature to search by grade/test, and/c accommodation/accessibility feature type to review any/all students meeting those parameters/filters
3. Review student test settings

The screenshot shows the RIDE NGSA TIDE web application. At the top, there's a navigation bar with the RIDE logo and various user links. Below that, a breadcrumb trail shows 'Preparing for Testing' > 'Administrative Tools' > 'Other Testing'. The main section is titled 'View/Edit/Export Students' and includes a sub-header 'Use this page to view, add, or export students. (Help)'. There are two tabs: 'Find Student by ID' and 'Advanced Search'. The 'Advanced Search' tab is active, showing a search form with fields for 'System' (dropdown), 'Grade' (dropdown), 'School' (dropdown), and 'ID' (text input). There are also checkboxes for 'Presentation' and 'Source Data'. A 'Search' button is at the bottom right of the form.

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It is very important to check accessibility features and accommodations assigned to students prior to testing. To do this, you can locate student(s) through the ‘Find Student by ID’ search bar, or through the ‘Students’ menu option and View/Edit/Export Students task and form. You can also print student test settings as indicated earlier in the presentation.

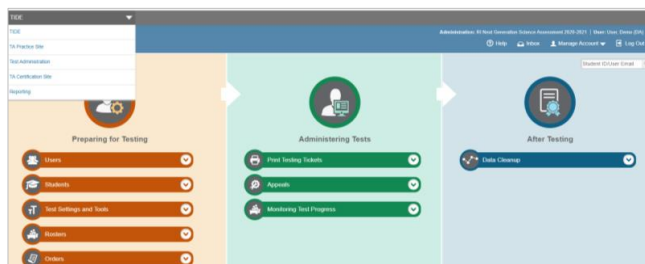
Please ensure students have the correct test format (either online or paper), correct accessibility and accommodations information, and double check accommodations requiring special forms. These are TTS, Permissive Mode, Screen Reader, Human Read Aloud/Human Signer, Spanish, Print-On-Demand.

Non-embedded accommodations and accessibility features *will not be documented* through NGSA TIDE, but all students with any non-embedded accommodations must have the IEP/504 Plan indicated as noted earlier.

Activity: NGSATIDE

(see <https://ri.portal.cambiumast.com/administrators.html> for guide and link to site)

1. Login to NGSATIDE site:
<https://ri.tide.cambiumast.com/>
2. Find the following:
 - Account Profile
 - View/Edit/Export Users
 - View/Edit/Export Students
 - View Student Record
 - Order Materials
 - Adding New Rosters
 - Managing Test Progress
3. Log out



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Now for a brief activity. On your device, please login to NGSATIDE:
<https://ri.tide.cambiumast.com> (post link in chat).

Once you have done so, please locate the following (as applicable): account profile, view/edit/export users, view/edit/export students, view student record, order materials (visible to district test coordinators only), adding new rosters, and managing test progress.

Once you have located those elements, you may log out.

Preparing Technology

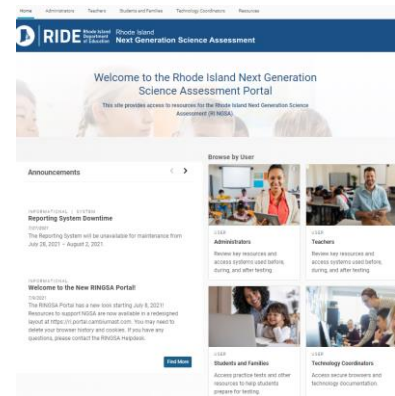
We will now move on to the next section, Preparing Technology.

Technology Requirements

(see <https://ri.portal.cambiumast.com/coordinators.html>)

- Go to the RI NGSA Portal to:
 - Access point for all online systems (TIDE, TA Interface, Reporting)
 - Find testing resources, help desk information, announcements, and FAQs
 - Check device requirements
 - Download the Secure Browser
 - Access the Assistive Technology Manual for students using that accommodation
- Required technology:

Test Administrators	<ul style="list-style-type: none"> • Computer with internet to monitor testing sessions • Cell phone in case need to contact test coordinator due to testing irregularity
Students	<ul style="list-style-type: none"> • Computer or device for testing that meets the technical requirements for the Secure Browser App • Devices or accessories (e.g., headphones, assistive technology) for accommodations or accessibility features



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As with all computer-based tests, there are specific technology requirements that must be met before the Secure Browser app can be installed and testing begin.

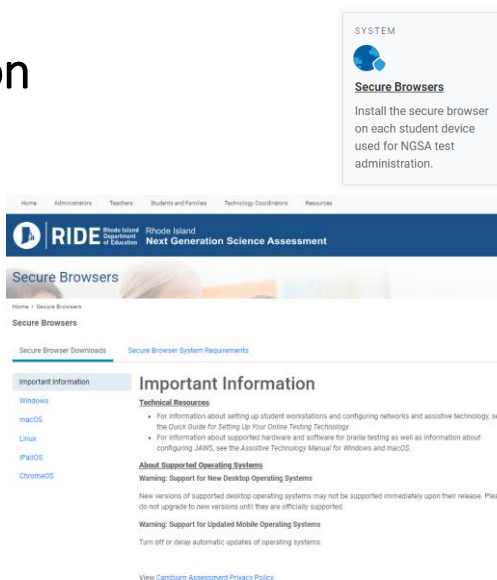
The RI NGSA Portal website is your access point for all of the systems associated with NGSA. It is also where you can find testing resources, help desk information, timely testing announcements, and Frequently Asked Questions (FAQ).

The portal was redesigned for 2022. It is organized by user group (Administrators, Teachers, Students and Families, and Technology Coordinators), with navigation at the top of the screen that also includes a “resources” page that is filterable by search term, resource type, and audience.

As noted here and in the Test Coordinator Manual, test administrators and students both must have computers/devices with internet capability in order to access the Test Delivery System through their separate interfaces. While test administrators may have access to a cell phone in case of a testing irregularity and needing to contact the test coordinator, students are forbidden from having cell phones at all during testing.

Secure Browser Information

- Designed to ensure test security by prohibiting students from accessing any other programs or websites during testing
- Download the latest secure browser from the portal to all devices that will be used for testing
 - The secure browser from any previous administration will no longer work.
 - Before taking the test, all applications must be closed or the browser will not launch.
- Students must use the secure browser to log in to the Student Interface of the TDS



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Students must use the secure browser to log in to the Student Interface. The secure browser is designed to ensure test security by prohibiting students from accessing any other programs or websites during testing. Make sure students have closed all applications on their device before trying to log in. The Secure Browser will not load and will produce an error message if any application is open.

The Secure Browser needs to be installed on each device that will be used for testing. Your school's Technology Coordinator is responsible for ensuring that the latest version of the secure browser has been correctly installed on each device students will use to test. Versions of the Secure Browser from 2021 or before will not work!

On the Technology Coordinators page of the RI NGSA Portal there is a 'card' for the Secure Browsers page. Once clicked, the page shown here in the image will load, where you will find links to browsers for each operating system, system requirements, and other supporting documents. Additionally, the secure browser app may be found in the app store for each tablet.

More information can be found in the Quick Guide for Setting up Online Testing Technology available on the portal.

Setting up Student Rosters in NGSA TIDE

([see the NGSA TIDE User Guide](#))

- Rosters can be created for any tested school year.
- Rosters are composed of groups of students associated with a teacher in a school, for example:
 - Entire classrooms in lower grades.
 - Individual course periods in upper grades.
- Students *do not* need to be in a roster in order to participate in testing.
- However, for the Reporting system (once testing is over), rosters must be created so users with the Teacher (TE) role can view student scores and data.

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NGSA administration does not require the set-up of test sessions ahead of time, though test coordinators may find doing so (via rosters) useful for them and for their test administrators (especially since rosters can be printed and provided to test administrators to assist them in keeping track of which students are in their testing location). Rosters are optional for testing, but are required after testing for teachers to be able to see their students' scores.

NGSA test sessions are formed through the creation of a unique session ID when the test administrator starts the session, and students are added to it by entering that session ID in the proper field as they login to the Test Delivery System (TDS). That process is described in detail in the Test Administrator's Manual.

Roster management and creation is described in more detail in the NGSA TIDE User Guide.

Test Security

Test security is critical for every aspect of test administration in order to ensure that assessments results are valid and reliable.

Test Security: General Information and Policies

- A test irregularity is any action that results in non-standard test administration, including:
 - Improper administration, access to prohibited materials, incorrect accommodation, etc.
 - Certain kinds of testing interruptions (e.g., technology issue, student going home sick during testing).
 - Security breaches of any kind.
- Test irregularities may result in invalidating scores.
- Test security policies and requirements are outlined in the NGSA TCM and TAM.
- In some cases, Test Coordinators may be required to complete an “Appeal” in NGSA TIDE (covered in the ‘During Testing’ section of this training).

Testing irregularities and the reporting process are covered in more detail in the RISAP Overview Test Coordinator Training posted at www.ride.ri.gov/assessment-training.



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This may be review for many of you, but here are a few highlights about test security and testing irregularities. The RISAP Overview Test Coordinator Training covers test security and testing irregularities in more detail, as does the NGSA Test Coordinator Manual.

Any action that results in a non-standard administration is considered a violation of test security. We include a slide of additional examples in the ‘during testing’ section as well.

Test irregularities may result in score invalidation: the student would still receive a score, except in rare circumstances such as cheating, but the score would not count toward school or district accountability.

Some types of testing irregularities require an ‘appeal’ be submitted through NGSA TIDE, which we’ll cover later in the presentation.

Test Security: Secure vs. Not Secure Materials

(for more details, review the NGSA TCM and the RISAP General State Policies Overview presentation)

Secure Materials	Not Secure Materials
Contain sensitive content (e.g., test items, student work/responses, student information, login information)	Available publicly or do not contain sensitive content
<ul style="list-style-type: none"> • CBT: Student testing tickets, all on-screen content, items printed through Print-On-Demand • PBT: Test & answer booklets • Any used scratch paper, accommodations, etc., with student writing or student work. • Student rosters and other reports/lists 	<ul style="list-style-type: none"> • Manuals, guides • Blank scratch paper • Printed periodic table (<i>grades 8 and 11 only</i>) with no student writing • PBT rulers
<ul style="list-style-type: none"> • Stored in a secure, locked central location whenever not in use for testing, and otherwise never left unattended • Must be tracked using internal tracking forms and independent counts of testing materials (see NGSA TCM for sample tracking form) • Must be shipped back (test & answer booklets only) or else securely destroyed (shredded) after testing (see NGSA TCM) 	<ul style="list-style-type: none"> • May be stored where convenient • Do not need to be tracked • May be recycled after testing

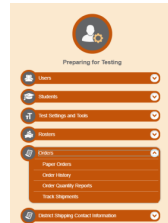
In brief, secure materials must be tracked and monitored at all times when not stored in the secure locked central location, and have specific requirements for processing after testing, because they contain some form of sensitive content – where that is actual test content, student responses to test content, or materials (such as testing tickets) that provide access to that test content.

Not secure materials are anything that is already posted and publicly available, or otherwise does not have any sensitive content on it.

Test Security: Paper Materials and Testing Tickets

(see the NGSA TCM and TAM for details)

- *Paper test & answer booklet orders* must be submitted through NGSA TIDE – orders are not automatically fulfilled upon updates to student test settings.
- *Upon receipt of paper test & answer booklets*, inventory and store them in a secure central location.
- *Up to two days prior to testing*: print, inventory, and store student testing tickets in a secure central location.
- *Optional*: print rosters for your test administrators as an additional reference when beginning or completing testing



Test Settings and Tools

Search Students

1-50 of 1470 records | Page 1 of 30

All Test Tickets (1470)

My Selected Test Tickets (2)

All PreID Labels (1470)

My Selected PreID Labels (2)

All Student Settings and Tools (1470)

My Selected Student Settings and Tools (2)

	Student's Last Name	Student's First Name	Student's Middle Name	Gender	Grade Level When Assessed	IDEA Indicator	LEP Status	Section 504	Alternate Assessment Indicator
<input checked="" type="checkbox"/>	9999999999	9999999999	9999999999		04	BLANK	BLANK	Yes	Yes
<input checked="" type="checkbox"/>	9999999999	9999999999	9999999999		03	BLANK	BLANK	Yes	

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As a quick reminder, for NGSA, paper test materials must be ordered through NGSA TIDE, they are not automatically fulfilled when the system is updated.

All paper test materials need to be securely stored, as do student testing tickets, when not in use for testing. Student testing tickets may be printed up to two days prior to testing, as may rosters that will be provided to test administrators. A smaller timeframe minimizes the number of reprints, and also the amount of time the information is accessible in paper copy.

Test Security: Required / Permitted / Prohibited Materials

(see the NGSA TCM and TAM for detailed list)

- Ensure test administrators are clear on *when* students may use or access *which* materials during and after testing.
- Prepare materials ahead of time:
 - Ensure sufficient blank scratch paper and other tools for students.
 - Collect and/or assign supports and materials needed for students' accommodations.
 - Be clear on which materials *are* accommodations and which are *not*.
 - If grade 8 or grade 11 students will be using the printed periodic table from the RI NGSA Portal, download and print those sheets.
 - Print room signage (see Appendix A of NGSA TCM).

Always make sure that test administrators understand what materials are required, permitted, and prohibited. See the NGSA Test Coordinator's Manual, and direct test administrators to the Test Administrator's Manual, for detailed lists.

Test coordinators will need to prepare the following materials ahead of time, and may be assisted in doing so by other personnel who have been trained in test security and test administration.

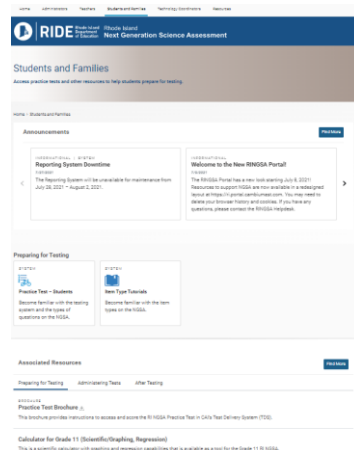
Students and Families

This next section is brief, but important. Communication to students and families, as well as opportunities for students to interact with the practice tests, help support a smooth test administration.

Students and Families

(<https://ri.portal.cambiumast.com/families.html>)

- Communication of expectations to students and families, emphasize purpose of NGSA as tool to assess overall learning:
 - Encourage families and students to try out the practice tests.
 - Emphasize how the district/school uses NGSA results to provide a better education and improve teaching and learning.
- Work with students and families to help them prepare for and be as comfortable as possible during testing:
 - Provide opportunities for students' interaction with items and test platform via the [item type tutorials](#), [practice tests](#), and calculators ([grade 5](#); [grade 8](#); [grade 11](#)).
 - Ensure students are familiar with using any accommodations needed, especially assistive technology.
 - Review the Technology Skills checklist (posted at www.ride.ri.gov/NGSA).
 - Encourage students and families to be involved in their education (see [RIDE's Resources for Families page](#)).



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When communicating to students and families about NGSA (or state testing in general), please emphasize the purpose of NGSA as a tool to assess learning. Although there are a lot of specific processes and procedures, those serve a purpose to ensure that the testing experience for all students is standardized so that no one has an advantage or disadvantage over others, and thus the results are as representative of student learning according to the state standards as possible. You may want to share with students and families how you use NGSA results to provide a better education for your students, where they can access and see school-district-state results (such as the public RI ADP), and how students' participation and doing the best they can will help you to then improve their teaching and learning.

Encourage students and families by sharing resources and support with them. Provide opportunities for students to take the practice test in their class or otherwise, share the links to the item type tutorials, and remind parents of ways they can support their students in their learning every day, not just on testing days, and be involved in testing. The links here will be clickable in the slide deck when it is posted to our website.

Activity: Reflections from Spring 2021

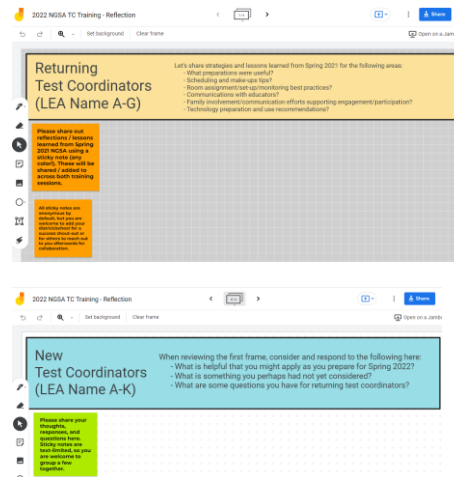
www.ride.ri.gov/TCTrainingNGSAReflection

Returning Test Coordinators - Share-out via Jamboard your reflections from Spring 2021 administration:

- What preparations were useful
- Scheduling and make-ups tips
- Room assignment/set-up/monitoring best practices
- Communications with educators
- Family involvement/communication efforts that supported engagement and participation
- Technology preparation and use

New Test Coordinators - Share-out via Jamboard reacting to the lessons learned that were shared by returning test coordinators:

- What is helpful that you might apply as you prepare for Spring 2022?
- What is something you perhaps had not yet considered?
- What are some questions you have for returning test coordinators?



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www.ride.ri.gov/TCTrainingNGSAReflection

As we look ahead to testing this year, we can also look back to Spring 2021 and share out our reflections on strategies that worked, lessons we learned, and ideas we have for this year as a result. Last year was a very challenging year due to the pandemic, particularly with balancing student schedules and learning modes, and this year has many similarities.

As those of us here today are a mix of returning and new test coordinators at the district and school levels, the Jamboard for this activity is organized accordingly, with different questions for each to focus on. Returning test coordinators, please add to the orange-heading Jamboard frames (there's three) according to your LEA name. New test coordinators, please add to the blue-heading Jamboard frames (there's two) according to your LEA name as well.

These Jamboards will remain live and editable at the link indicated in the slide until February 18, at which point they will return to view only, but still be available as a resource for you.

During Testing:

How to Administer NGSA Assessments

Now we will move on to some highlights about administering the NGSA assessments.

General Tasks During Testing

- Monitor test administration, test security, and investigate and report testing irregularities (see NGSA TCM and RISAP TC Handbook).
- Track secure testing materials, collect immediately after testing each day, and store securely whenever not in use for testing.
- Maintain list of students who require make-ups and schedule their make-up sessions accordingly. Review Participation Reports and other reports through NGSA TIDE.
- Be available to test administrators and proctors.
- Check and update student information (SIS) and accommodations (NGSA TIDE), if needed.
- If your school is selected for a monitoring visit, follow the appropriate procedure as noted in the RISAP TC Handbook (www.ride.ri.gov/TC).



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This is a general list of test coordinator responsibilities during testing.

Monitoring test administration is important; even as test administrators monitor their testing locations, test coordinators should monitor the school to ensure all is running smoothly, and ensure that your test administrators know how to contact you with questions before and during testing.

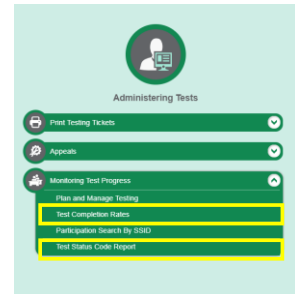
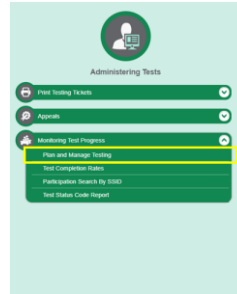
Tracking, collecting, and securely storing secure test materials during test administration will minimize the possibility of a security breach.

As needed, please review and update student information (particularly for new students, or students whose IEP/504 plans are updated) to ensure all information and accommodations are correct.

We will be conducting monitoring visits again this year. Schools will be selected and they and their district notified by March. We have posted an updated process and information in the RISAP Test Coordinator Handbook. As noted in the RISAP Overview Test Coordinator Training, monitoring visits are an opportunity for schools and RIDE to learn more and provide feedback about administration of state assessments.

NGSA TIDE: Participation Reports

- May be generated at the district or school level, depending on your user role
- Report should be generated for each test to obtain an accurate picture that reflects the testing status of all students for all tests in the school or district.
- Updated nightly at 5:00am



Get Specific

students who have completed Any opportunity in the selected administration

students whose current opportunity will expire in days

students on their Any opportunity in the selected administration, and have a status of Any

students whose most recent SessionID was SessionID (optional) between 02/26/2019 and 02/26/2019

Note: If no TA or Session ID is specified, date range cannot exceed 15 days

Generate Report Export Report



- **Test Completion Rates Report:** High-level reports used to summarize the number and percentage of students who have started or completed a test.
- **Test Status Code Report:** Specific report used to view each student's test status and all special codes for each of the tests the student is eligible.

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NGSA TIDE includes a feature that districts and schools may find helpful to support monitoring of testing. Participation reports are found under Plan and Manage Testing. Users can use a variety of criteria to generate a variety of reports.

Frequently run reports include the following: Students who have not yet complete an opportunity this administration, students in a specific Session ID, students with a certain test status, etc.

NGSA TIDE: Other Reports

- Session level reports for District and School Users

- Session ID
- Results ID
- Test expiration date

- New Test Session Status Report

- Cumulative counts of the number of tests started, paused, and completed in a session or school

Session ID	Test Name	Start Time	Total # of Students in Test	Test Started	Test Planned	Test Completed
XXXXXX1234	Grade 3 Math	9:00 AM	100	90	5	5
XXXXXX1235	Grade 3 Math	9:00 AM	100	90	5	5
XXXXXX1236	Grade 3 Math	9:00 AM	100	90	5	5
XXXXXX1237	Grade 3 Math	9:00 AM	100	90	5	5
XXXXXX1238	Grade 3 Math	9:00 AM	100	90	5	5
XXXXXX1239	Grade 3 Math	9:00 AM	100	90	5	5
XXXXXX1240	Grade 3 Math	9:00 AM	100	90	5	5
XXXXXX1241	Grade 3 Math	9:00 AM	100	90	5	5

Session ID	Proctor Name	Test Name	Start Time of Session	Total # of Students in Test	Test Started	Test Planned	Test Completed
XXXXXX1234	Den Ryan	Multiple Tests	9:00 AM	100	90	5	5
XXXXXX1235	Sue Garrett	Grade 3 Math	9:00 AM	100	90	5	5
XXXXXX1236	Eddie Smith	Multiple Tests	9:00 AM	100	90	5	5
XXXXXX1237	Bridget Simpson	Multiple Tests	9:00 AM	100	90	5	5
XXXXXX1238	Braca Hamilton	Grade 4 Math	9:00 AM	100	90	5	5
XXXXXX1239	Lara Lane	Multiple Tests	9:00 AM	100	90	5	5
XXXXXX1240	Rose Hamilton	Grade 5 Math	9:15 AM	100	90	5	5
XXXXXX1241	Shawn Mendez	Grade 6 Math	9:40 AM	100	90	5	5

NGSA TIDE also has other reports that can be run to support test coordinators in monitoring testing status for their school, including reports about users and sessions created, status of new test sessions, etc. The NGSA TIDE User Guide provides guidance about how to generate and use these reports.

FAQs – Student Transfer/Arrival

- What do I do if a student **leaves** my school/district during the testing window?
 - If the student transfers to another Rhode Island school/district, the student's record will be automatically transferred in NGSA TIDE to the new school/district when they appear in that enrollment record.
 - If the student does not transfer to another Rhode Island school/district, their record will still be visible in your school/district in the reporting system if they have taken any items, otherwise their record will be removed when the nightly transfer removes the student from your district.
- What do I do if a student **enters** my school/district during the testing window?
 - RIDE recommends contacting the sending district to verify participation, as it may take a few days for the update to be visible in NGSA TIDE.
 - If you are able to locate the student within NGSA TIDE, you can check their record:
 - If the student already has taken both sessions, you are all set.
 - If the student has only taken one session, you need to administer the second session to them.



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We have received these questions for all of our state assessment, and the answer varies slightly for each depending on the platform.

For NGSA, if a student leaves your district or school during the testing window, their record will be automatically transferred to the new school/district (please review their Student Test Settings when they arrive) when the student's enrollment record is updated. If the student leaves Rhode Island, their record will only remain with your school/district and be visible through the reporting system only, if they have taken any items; else the record will be removed from the system entirely when the enrollment is updated.

If a student enters your school or district during the testing window, or switches schools within your district, returns from an outplacement facility, etc., please check with the sending school/district/outplacement to verify whether the student tested and if so whether they took both sessions. Once the student's enrollment has been updated, you should also be able to locate the student in NGSA TIDE and check to see whether they have tested.

Test Security and Testing Irregularities

This section will again highlight various aspects of test security and testing irregularities, but focus on the Appeals feature in NGSA TIDE and several FAQs we have received in past years.

Test Security During Testing

- Track secure materials (testing tickets, test & answer booklets, used scratch paper) using the form in the TCM (pictured).
 - Ensure any items printed through the Print-on-Demand accommodation are securely destroyed (e.g., shredded) immediately once a test session has ended.
- Ensure all test administrators and proctors are actively monitoring while students are testing.
- Constant supervision of students while they have access to secure materials:
 - Students must never be left unattended while testing or while transitioning to a test completion room with their device.
 - Test administrators must be present at all times during testing; proctors cannot be left with students.
- No communication about test content with students, among educators, or with families.

2022 RI NGSA State Assessment
Test Materials Internal Tracking Form

Test coordinators must account for all RI NGSA test materials at all times. Use this form to track the distribution and return of all RI NGSA materials.

Test Administrator Name: _____ Room Number: _____ Grade: _____ Session: _____

Materials Moved from Locked Storage Area to Room # _____

Date	Time	# of Student Testing Tickets	# of Paper Format Tests and Type (or accommodations only, if applicable)	# of Periodic Table Reference Sheets (grades 8 and 11 only, if applicable)	Scratch Paper Used (yes/no)
Principal's or Designee's Count					
Test Administrator's Count					

Principal's or Designee's Signature: _____ Test Administrator's Signature: _____

Materials Moved from Locked Storage Area to Room # _____

Date	Time	# of Student Testing Tickets	# of Paper Format Tests and Type (or accommodations only, if applicable)	# of Periodic Table Reference Sheets (grades 8 and 11 only, if applicable)	Scratch Paper Used (yes/no)
Principal's or Designee's Count					Yes No
Test Administrator's Count					Yes No

Principal's or Designee's Signature: _____ Test Administrator's Signature: _____ Date: _____

☐ Check this box to confirm scratch paper and (once testing is completed) testing tickets have been securely destroyed at the school.

Retain this document in your school files for three years.

RIDE logo | RI NGSA Test Coordinator's Manual - Spring 2022 | 45

This is an example of an internal tracking form for secure materials, and is included in the Test Coordinator's Manual, though you may also create your own. Secure materials must be accounted for at all times, and any print-on-demand usage must be monitored to ensure all printed items are securely destroyed once a session has finished. For specifics related to paper-based testing, please pay close attention to Appendix C in the NGSA TCM.

Active monitoring is critical, and students must never be left unsupervised when any student in the room is still testing, or when they have access to secure materials. Test content may never be discussed at any time.

Testing Irregularities

- Some testing interruptions are testing irregularities and need to be reported:
 - Technology issues that cause a delay of more than 15 minutes in testing.
 - Student becoming sick / leaving testing due to emergency.
- The following irregularities may result in invalidations (student scores and/or accountability):
 - Cell phone possession or use by students during testing (including listening to music after test completion).
 - Accommodations incorrectly given to student, or IEP/504 plan accommodations not given at all.
 - Lost or mislabeled student test booklets, testing tickets, or other secure materials.
 - Coaching, erasing, altering, or interfering with students' tests in any way.
 - Access to secure test materials by unauthorized persons prior to, during, or after testing.
- If any test irregularity occurs:
 - Correct and contain the incident at the district/school level.
 - District Test Coordinator must notify RIDE.
 - See the RISAP Test Coordinator Handbook for details about testing irregularity reporting and a form to use for your report.



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The test security policies are clearly outlined in the TCM and TAM. These are a few of the most common irregularities RIDE received last year.

Some testing interruptions may be considered testing irregularities, as listed here and in the TCM. Other testing irregularities may result in student score invalidations, and/or invalidations of the student's score for accountability.

If any test irregularity occurs, it needs to be immediately corrected and contained, and RIDE must be notified. The RISAP Test Coordinator Handbook provides steps and details about what to do, as well as a form to use (an editable version is downloadable from the www.ride.ri.gov/TC webpage).

Testing Irregularities: Appeals

Some testing irregularities may require the student's test be "appealed" within the NGSAT TIDE system**, such as:

- A hardware malfunction
- Incorrect accommodation
- Missing accommodation
- A test was submitted incorrectly

**** Always contact RIDE first before beginning an appeal: some appeals are permanent.**

If any test irregularity occurs:

- Correct/contain the incident at the district/school level
- If appropriate, enter into the Appeals module of TIDE (RIDE will then complete the appeals process)
- District Test Coordinator must notify RIDE

APPEAL	PURPOSE / RESULT
Reset a Test	<ul style="list-style-type: none"> • Removes the test and scores from the system • Enables student to start a new test
Re-open a Test	<ul style="list-style-type: none"> • Allows for a test that has already been submitted in error or has expired to be re-opened
Grace Period Extension	<ul style="list-style-type: none"> • Granted if a test session is unexpectedly interrupted • Allows access to all previous responses
Restore a Test That Has Been Reset	<ul style="list-style-type: none"> • Returns a test from the Reset status to its prior status • Only allowed on tests that have been reset • A test can be restored if it was reset in error
Invalidate a Test	<ul style="list-style-type: none"> • Rarely Used • Eliminates the test • Student does not receive a score



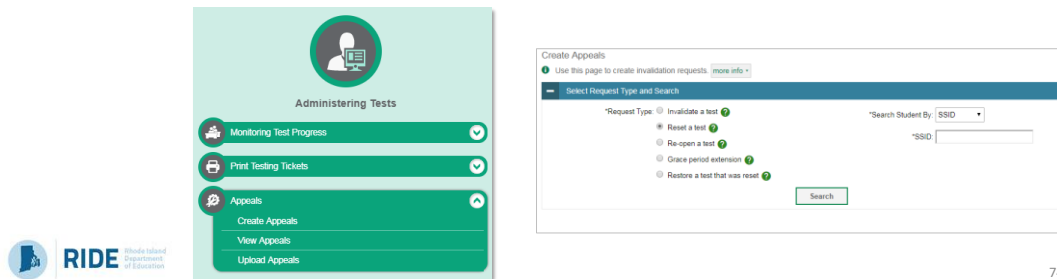
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NGSAT TIDE has a unique functionality called "Appeals" that is used in specific instances where a student's test needs to be reset, re-opened, restored, or invalidated, as indicated in the table here listing the appeal type and its purpose or result. This information can also be found in the NGSAT TIDE User Guide.

Test coordinators must always contact RIDE first before beginning an appeal, as some appeals (upon approval by RIDE) permanently erase any student responses that have been submitted. RIDE will not approve any appeals that are submitted without context.

NGSA TIDE: Creating Appeals

- Located in the Administering Tests column in TIDE:
 - Select the appeal type
 - Search for the student by SSID, Result ID, or Session ID
- Definitions for each of the appeal is available in the NGSA TIDE User Guide.
 - In addition to appeals, there are various functions that can be performed to restore, reset, or merge tests – if you need assistance, call the NGSA Help Desk.



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The Create Appeals page is located in the Administering Tests column in NGSA TIDE. Users select the appeal type and search for the student who's test you need to reset by SSID (aka, the student's SASID), Result ID or Session ID.

Definitions for each of the appeals are available in the NGSA TIDE User Guide. If you have a question about whether to create an appeal, please reach out to RIDE. If you have issues submitting an appeal (after confirming with RIDE of the need for an appeal), please contact the RI NGSA Help Desk.

During Testing FAQs – Testing Interruptions

- **What do I do if one student's device has issues, but the student is logged in and the problem cannot be resolved within 15 minutes?**
 - Do not switch the student to another device unless told to do so by the NGSA Help Desk.
 - If you have contacted the NGSA Help Desk and the problem still cannot be resolved within 15 minutes, you should schedule the student to complete the session at a later time.
- **What do I do if many students are affected by a power/internet outage?**
 - Circumstances over which you have no control (e.g., power failures) may interrupt testing. The TAM includes instructions for test administrators to follow if an interruption occurs.
 - When normal conditions are restored, test administrators should resume testing. No interruption should reduce the total amount of time that students are given to complete the interrupted test session.
- **How do I know if there is a system-wide outage during testing (e.g., NGSA testing servers go down)? How is that handled?**
 - In the rare occurrence that the NGSA servers experience an outage, the NGSA Help Desk will email a notification to district and school test coordinators, and technology coordinators. A second email will be sent to schools and districts when service is restored.



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This is the first of three slides reviewing FAQs we receive during testing. The information found here is also included in the RI NGSA Test Coordinator Manual.

This slide focuses on testing interruptions relating to technology – what to do if a student's device has issues and the student can't test for 15 minutes or more, what to do in the case of a power or internet outage, and how a system-wide outage is communicated if that occurs during testing.

FAQs – Testing Interruptions

- What do I do if there is a school emergency and students must leave the building?
 - Safety comes first. If it can be done safely, have students log out of the Secure Browser (CBT) or close test & answer booklets (PBT) before leaving the testing area.
- If a student becomes sick or otherwise is required to stop testing before they have submitted, what should I do?
 - The student should log out (CBT) or close their test & answer booklet with a piece of blank scrap paper marking their place (PBT, ideally writing down the item number) and the test administrator collect the student's testing materials.
 - The student (and family) should be informed that they should not discuss the test, that the student will resume testing after their return to school, and will only be allowed to work on test items that the student has not viewed or answered.

For school situations where students must unexpectedly stop testing and leave the building, safety always comes first, so if possible and safe to do so, students should log out of the browser or close their test booklets before leaving the testing area.

If a student becomes sick or has to stop testing before they finish or submit their test, please follow these steps. Students must log out or close their testing booklet (with a piece of paper marking their place and ideally writing down the item number), and the test administrator immediately collect their materials. The student and their family should be informed to not discuss the test, and that the student will resume testing where they left off (not accessing items they already viewed or answered) when they return to school.

FAQs – Incorrect Accommodations

These FAQs apply to embedded accommodations/accessibility features. Any instance of an incorrect accommodation or accessibility feature (embedded or non-embedded) is considered a testing irregularity and must be reported.

- **If a student has just begun a session (has not taken any items) and has an incorrect accommodation** that needs to be updated:
 - The test administrator should direct the student to stop testing and sign out.
 - The test coordinator will need to update the student's test settings in NGSA TIDE.
 - The student should then login and resume testing using the same Session ID if possible.
 - Test coordinators are required to complete a test irregularity report and inform the student's family of the error and correction.
- **If a student has taken a portion of (or an entire) session and has an incorrect accommodation** that needs to be updated:
 - The test administrator should direct the student to stop testing and sign out.
 - Test coordinators must contact the student's family to explain what happened, and (if the student took the entire session or an entire test) confirm that the student may retake the session or test before submitting an Appeal request. An appeal resets the original test. The student would then receive a score and score report for the second attempt only, but the score may be invalidated for accountability purposes.
 - The test coordinator will need to update the student's test settings in NGSA TIDE, contact RIDE, then (if directed to do so) submit an Appeal to reset the test.
 - Once the Appeal has been approved, the student should then login and begin testing.
 - Test coordinators are required to complete a detailed test irregularity report for submission to RIDE.



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We cannot stress enough how important it is to ensure that students' accommodations (and accessibility features, if form-based) are correctly set and assigned prior to the student beginning to test. However, in the event that there is an error, these steps outline what to do. As noted on the slide, these particular FAQs apply to accommodations or accessibility features that are embedded in the test platform – as in, it affects the layout and display of the assessment on a device.

Best case scenario is that an incorrect or missing accommodation is discovered and corrected before the student enters the testing room or logs into the session – those are not considered testing irregularities. Testing irregularities happen when a student has logged into the test (or started testing, if PBT), and doesn't have the accommodation and/or accessibility features they are documented as requiring.

If a student has logged in but not interacted with any items, the process is straightforward. The student should stop testing and sign out, their student test settings corrected, and the student login and resume testing. Test coordinators must contact RIDE and complete a test irregularity report listing the issue and the steps taken to discover and resolve it.

If a student has completed multiple items – or even an entire session or the full test – things are a little more complicated, as this scenario could result in an appeal for a test reset. For situations where a student has completed an entire session or the full test without the correct accommodation (or using an accommodation they should not have), test coordinators must contact the student’s family to confirm that the student will take the full session (or both sessions of the test) again. The student will receive a score and student score report for the new test if they retake; either way, the student’s score may be invalidated for school and district accountability purposes. As for any testing irregularity, test coordinators will be required to complete a test irregularity report for submission to RIDE.

Support During Testing

If, during testing, you have questions or need technical support, the following two slides are a quick-reference you can use.

For Support During Testing, Contact...

LEA/District Test Coordinator	NGSA Help Desk	RIDE Assessment Office
<ul style="list-style-type: none"> • Testing schedule • Questions about school policies or protocols • School emergencies that affect testing • Unusual circumstances on test days • Violations of test security • Reporting irregularities • Anytime a test will be appealed 	<ul style="list-style-type: none"> • NGSA TIDE • Secure Browser • TDS – Student Interface or TA Interface • Setting up rosters • Managing student data • Managing user accounts and passwords • Submitting additional materials orders 	<ul style="list-style-type: none"> • Accommodations questions • General testing policies or protocols • School emergencies that affect testing • Unusual circumstances on test days • Violations of test security • Reporting irregularities • Anytime a test may need to be appealed



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Please reference the topics on this slide when deciding whether to contact the NGSA Help Desk, your district testing coordinator, or RIDE.

Please do not contact RIDE to troubleshoot technical issues (e.g., user or student login not working) – the RI NGSA Help Desk specializes in that area of support. That said, RIDE must be contacted for testing irregularities due to technology issues that impact testing, but the help desk should be able to help resolve the issues first.

Remember: when emailing anyone about an issue involving a student and their test, email is *not secure*. To protect student confidentiality when contacting RIDE or the RI NGSA Help Desk via email, only include the student's SASID, along with grade level and school/district. Do not ever include screenshots where any student information (e.g., name, date of birth) other than the SASID is visible.

Contact Information

- NGS Help Desk:
 - Phone: 1.866.757.9437
 - Email: rihelpdesk@cambiumassessment.com
 - RI NGS Portal: <https://ri.portal.cambiumast.com>
 - [Appendix B of NGS TCM](#)
 - [Appendix D of NGS TAM](#)
- RIDE:
 - General questions: assessment@ride.ri.gov
 - NGS policy, administration questions: Kamlyn.Keith@ride.ri.gov or 401-222-8413
 - NGS accommodations questions: Heather.Heineke@ride.ri.gov or 401-222-8493
 - General NGS test design questions: Erin.Escher@ride.ri.gov or 401-222-8168



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This slide provides the contact information and helpful links for help desk and technology support, as well as who to contact at RIDE for policy, accommodations, and general test design questions about NGS and the NGSS.

After Testing:

How to Close Out NGSA Assessments



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In this final section, we will briefly review the tasks covered in more detail in the NGSA Test Coordinator's Manual and in the NGSA TIDE User Guide.

Materials Handling

- Destroy/shred secure student testing tickets, print-on-demand items, and anything with student writing (e.g., used scratch paper) except paper test booklets.
- Entry of paper tests into the Data Entry Interface (DEI; see next slide, and Appendix C of the TCM); transcription of paper tests (if needed).
- Recycle unused non-secure test materials.
- Schedule materials pick-up for any paper-based tests (see NGSA TCM, Appendix C).

Always make sure all secure materials are accounted for and (as applicable) shredded or returned (see the NGSA TCM Appendix C for directions to schedule paper materials pick-up).

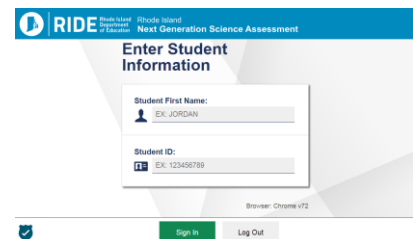
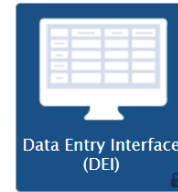
Any non-secure materials may be recycled.

Data Entry Interface

- Accessed through the RI NGSA Portal
- For students completing paper assessments, the test administrator (or test coordinator) must enter the student responses into the DEI or else the scores will not be recorded.
- 3 forms of paper tests will be available:
 - UEB Braille
 - Large Print
 - Standard Print

This applies to paper tests ordered directly through NGSA TIDE. Contact the RI NGSA Help Desk with questions about submitting responses to emergency paper tests.

Reminder: Print-on-demand items (e.g., Spanish paper test) cannot be entered into the DEI.

A screenshot of a web form titled "Enter Student Information" from the RIDE Next Generation Science Assessment portal. The form has two input fields: "Student First Name:" with the example text "EK: JORDAN" and "Student ID:" with the example text "EK: 123456789". Below the form, there are "Sign In" and "Log Out" buttons. The browser's address bar at the bottom shows "Browser: Chrome v72".

An after-testing process that is unique to NGSA is the entry of student responses from paper test booklets (not print-on-demand!) into the Data Entry Interface (DEI) after testing and before the test booklets are mailed back to Cambium, our assessment vendor for NGSA. If you had to order any emergency paper assessments, please contact the RI NGSA Help Desk for assistance in handling.

Close-Out

- Notify Technology Coordinator that all testing is done.
 - Optional: uninstall Secure Browser from student devices.
- Review enrollment for accuracy.
- If you have not already done so, create rosters in NGSA TIDE so that teachers may review their students' results in the NGSA Reporting System (see the NGSA TIDE User Guide).
- Principal completes the Principal's Certification of Proper Test Administration (PCPA) online by **May 31** (see NGSA TCM, Appendix A).
 - Note: test coordinators who are not the school principal may not complete the PCPA on behalf of the principal.
- Keep all records (training sign-in sheets, affirmations of test security, PCPA, etc.) on file at the school for 3 years.



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Finally, once testing is completed, you may uninstall the Secure Browser from student devices if it will not be needed (e.g., Interim Assessments). Ensure that your enrollment being submitted to RIDE is accurate. RIDE will clean all data during our processing in the summer to ensure that only students who are eligible for NGSA and do not have medical exemptions are assigned to you for reporting purposes. If you have questions about accountability, please contact RIDE's Accountability Specialist directly, as accountability reporting has different (more specific) criteria than our general assessment reporting and participation does.

If you have not already done so prior to testing, we recommend you create rosters in NGSA TIDE for your teachers so they may review their students results in the NGSA Reporting System. Results will be available in this system before they are available in the confidential Student Data Portal, but they (and any aggregate results) are still considered confidential and embargoed. All school-level or district-level results visible to educators through this system are embargoed until RIDE releases the public assessment reporting through the public RI Assessment Data Portal in the fall.

Principals must complete the online version of the Principal's Certification of Proper Test Administration (PCPA) by May 31. New this year – this is accessible through an online form linked in the manual (Appendix A). Please be sure to keep all records related to testing on file at the school for 3 years.

Questions?

RIDE Team

General Inquiries: assessment@ride.ri.gov

Team Member	Specialty	Email	Phone
Kamlyn Keith (Assessment Specialist)	NGSA policies, testing irregularities	Kamlyn.Keith@ride.ri.gov	401-222-8413
Heather Heineke (Assessment Specialist)	NGSA accommodations questions	Heather.Heineke@ride.ri.gov	401-222-8493
Erin Escher (Science Specialist)	NGSA content	Erin.Escher@ride.ri.gov	401-222-8168
Phyllis Lynch, PhD (Director: Office of Instruction, Assessment, and Curriculum)	NGSA policies, testing irregularities	Phyllis.Lynch@ride.ri.gov	401-222-4693

Make sure you're on RIDE's Test Coordinator Listserv: archive and directions at www.ride.ri.gov/TC



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As a reminder, here is the contact information for our RIDE Team who support various aspects of NGSA.

Please make sure that you are receiving our test coordinator memos – if you have checked your spam folder and do not see any of the memos linked in the archive at www.ride.ri.gov/TC, please contact our office according to the directions in that section of the webpage.

NGSA Help Desk

- NGSA Help Desk:
 - Phone: 1.866.757.9437
 - Email: rihelpdesk@cambiumassessment.com
 - RI NGSA Portal: <https://ri.portal.cambiumast.com>
 - [Appendix B of NGSA TCM](#)
 - [Appendix D of NGSA TAM](#)

Register for email updates through the [RI NGSA Portal](#)'s "[Subscribe for Updates](#)" button in footer of the site.

Here again is the NGSA Help Desk information.

You can also register for email updates to the RI NGSA Portal through the Subscribe for Updates button in the footer of the site.

Thank you!

Thank you! This now concludes our NGSA Test Coordinator Training for Spring 2022.
Thank you for participating.